

Pearson's Café

As you have heard, there have been some changes in Pearson's Café and they are as follows:

- Breakfast, Lunch, and Dinner is now a standard rate of \$7 for Faculty and Staff.
- There is a \$5 Minimum purchase on a Debit/Credit card purchases.
- When depositing money on your ID card, you may now deposit in increments of \$50 instead of \$100. The "bonus" of adding money has also increased from 5% to 10%!
 - Was - \$100 = \$105
 - Now - \$50 = \$55 and \$100 = \$110



Title IX

At Saint Joseph's College, we are devoted to providing a place where learning, teaching, living and working are free from any form of discrimination and harassment.

Dr. Sue Kelly is the designated Title IX Coordinator for the College, and she is responsible for monitoring our compliance and working with the Title IX Advisory Committee on Title IX related complaints and investigations. Dr. Kelly may be reached at skelly@sjcme.edu or 207-893-7752.

Our Title IX policy is located on our website and may be accessed through MySJC or the Title IX section of the HR Page: <http://www.sjcme.edu/hr/titleix>

We believe this policy further demonstrates our commitment to provide a safe place for all members within our community where gender-based discrimination, sexual harassment and sexual misconduct are not tolerated.

Benefits

**Have a Child Attending College Next Year?
Come to Our Informational Meeting!
"Applying for Tuition Benefits at SJC and at Other Colleges"**

If you have a son or daughter who may want to take advantage of our Tuition Benefits for attendance here at Saint Joseph's or at 500+ other colleges for next year, you should plan to attend this informational meeting.

This important informational meeting will be held on Thursday, September 11th at 2:00 PM in the Sister Mary Kneeland Dining Room (SMKDR). We will discuss our tuition remission and tuition exchange benefit plans. The entire application process will be reviewed including forms. Please attend and learn about the important deadlines and have your questions answered.

NOTE: If your son/daughter will be renewing their application for the 2015 – 2016 academic year, all application material needs to be **returned to Human Resources by October 17, 2014.**

Dempsey Challenge

Celebrating the life of Andy Tukey and honoring those who are affected by the diagnosis of cancer, Saint Joseph's College is banding together to participate in the 2014 Dempsey Challenge which will take place on Saturday, September 27th. If you would like to participate in the Saint Joseph's College team to walk or run the 5K or 10K route, please register yourself at <http://bit.ly/sjcdempsey>. If you do not wish to participate on the day of the event but would like to help our team raise funds and awareness, you may make a donation to the Saint Joseph's College team.

Wellness – Saint Joes on Your Toes

September is a great month to get back into a wellness routine! Check out the September Wellness Calendar to see what we have planned for you this month!

The fall semester fitness class lineup will begin the week of September 8th. The first class you attend is free so remember to check out all of the different classes we offer!

Also look forward to new Lunch and Learn topics, a Cooking Series and an 8 week walking program called “**Saint Joes on Your Toes**” that will begin on September 15th.

If you have any questions or would like to sign up for any of the programs contact Jenna Chase at jchase@sjcme.edu



Payroll Reminders

- Earned time CANNOT be entered on the timecard, it must be done via electronic time off request. Even if the time off request is after the fact, such as a sick day, it must be done through the request feature. Supervisors can enter the time off request, and it will be automatically approved.
- Request time off for Wellness hours is now active for hourly employees. This is done the same as requesting time off for Earned Time. A maximum of 4 hours will available per year to use toward Wellness appointments.
- Time off balances are reflective of all taken AND future approved requested time off. The amount of time off, however, is not actually deducted until the time is taken. Time off balances do not account for future accrued time.
- When student workers working in different departments with multiple jobs, it needs to be reflected on the timecard. This can be done when the student clocks in, by doing a department transfer, or it can be processed by the supervisor on the timecard. Supervisors, please make sure you are reviewing the timecards for accuracy of the department numbers.
- Student workers with a work-study position and a payroll position will be required to enter a badge number. Supervisors can run a report of badge numbers under reports, my team reports.

Ergonomic Tip

THORACIC OUTLET SYNDROME (“Telephone Neck”)

Thoracic Outlet Syndrome is caused by nerve compression at the thoracic outlet (neck) and is characterized by pain, numbness, and/or tingling in the arm and hand. Cradling a phone in your neck and neck rotation are the two main causes of thoracic outlet syndrome. If your job requires you to be on the telephone for long periods of time and you are experiencing neck pain, numbness or tingling in the arm and hand, it would be a good idea to use a headset. Using a headset frees up your hands to do other things and avoids cradling a phone in your neck that could potentially cause an injury. Not having your monitor centered in front of you causing you to turn your neck to look at the monitor also could cause Thoracic Outlet Syndrome. It is never a good idea to place your monitor at an angle causing you to turn your head and neck to look at it. Centering your monitor in front of you so that you can look at the monitor straight on is the best way to work safely.

Human Resources
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Check out our
website!
[http://www.sjcme.edu/
hr/home](http://www.sjcme.edu/hr/home)

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LearningExpress

Courtesy of the Maine State Library, Wellehan Library has an online resource that provides tutorials on all of the Microsoft Office programs – it is called LearningExpress.

LearningExpress URL:

<http://ezproxy.sjcme.edu:2048/login?url=http://libraries.maine.edu/main/edatabases/authmaine.asp?db=lel>

Although you can browse the LearningExpress offerings without having an account, you must register to use any resource. Registration enables you to store any tests, eBooks, or tutorials for future use. Click the **Register** link in the top right of the home page to create an account.

On the LearningExpress home page, you will find prominent icons for the core content areas, which are called centers. The Microsoft Office tutorials are in the **Computer Skills** center; see the **Popular Software Tools** section.

If you have any questions about or issues with LearningExpress, please contact the Wellehan Library: library@sjcme.edu | x7725.

Organizational Charts

Reminder that the new Organizational Charts can be found on the mySJC webpage. <http://mysjc.sjcme.edu/plan/OrganizationCharts.aspx>



“Values are not just words, values are what we live by. They’re about the causes that we champion and the people we fight for.” —John Kerry