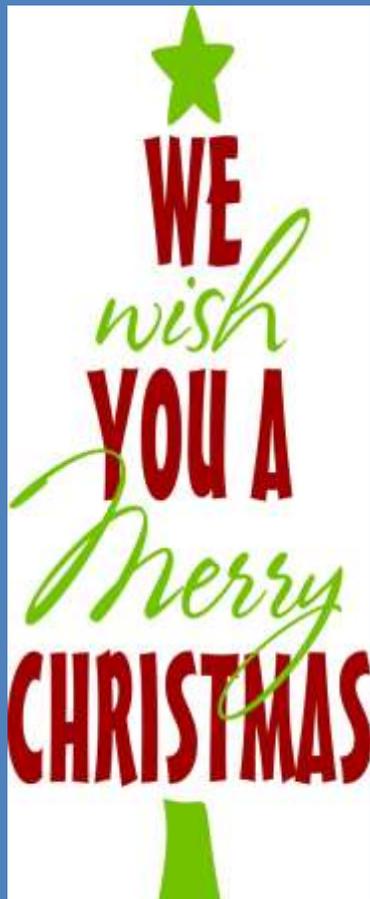


Reminder to fill out The Culture Audit Survey:

Have you filled out the Culture Audit yet? Whether you have CIGNA or not we ask you to please fill out the Culture Audit to give us your opinion and feedback about the wellness programs. To take the survey please go to <http://goo.gl/forms/LALJA0LtMy> Individuals who fill out the survey will be entered to win a \$25.00 gift card to Hannaford.



Policy Update: Cell Phone Subsidy

As an organization which operates 24/7 throughout the year, Saint Joseph's College requires a workforce equipped to support its continuous and mission-critical safety, security and operating needs. To meet these demands, the College has identified select employees who are required to be immediately or routinely accessible to perform their assigned job duties, and provides appropriate communication capabilities in the form of a subsidy to support cellular service.

Purpose

This policy is intended to describe the eligibility and procedural requirements to be observed in authorizing payment of a cell phone subsidy. The provisions of this policy comply with IRS requirements for avoiding tax liability for the College and for the employee, and therefore, may not be altered in their execution.

The policy is intended to promote:

- 1) Optimally required coverage at the lowest cost to the College,
- 2) Administrative efficiency, and
- 3) Equity among employees with like requirements.

To continue reading the full policy, please visit **mySJC** under **Finance and Administration**. There you will also find the new request form.

If you have any questions, please contact Holly Braley at hbraley@sjcme.edu.

Be Well

Positive Pounds is a fantastic 12 week weight loss/weight management program. We will be kicking off our 8th year of the program on Wednesday, January 20th.

Start looking for your team members now! Don't have a team – no problem, we can assign you to a team. Last year SJC lost 342 pounds together as a community and gave away \$750.00 in prize money. This could be your year to lose a few pounds, get in shape and feel more confident about yourself! CIGNA members can earn 25 points. If you have questions or would like to sign up for this program please email wellness@sjcme.edu

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.

Wellness Program Enhancements

In our commitment to partner with you as you strive to reach your wellness goals, Saint Joseph's College has enhanced the wellness benefit as of January 1, 2016 benefit plan year.

This calendar year benefit is provided to ensure that employees have the time to schedule their annual preventive wellness exams with their Primary Care Physician, Dentist, and other medical professionals.

Full-time employees will be allowed to take a half-day off and be provided up to a total of 4 hours paid time to attend to their annual wellness visits. Preventative exams are defined as physical exams, dental cleanings and other preventative procedures such as mammogram and/or colonoscopy regardless of whether you are covered under the College's health insurance plan. Note - the time off request for such visits must be coordinated and pre-approved by your supervisor. For non-exempt, hourly employees, the appropriate number of wellness hours must be applied to the timecard.

We encourage our employees to take advantage of this enhanced wellness option.

Please contact a member of the Human Resources Team should you have any questions.

Have Questions About Retirement Planning?

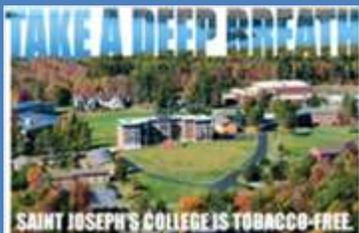
Your VALIC financial advisors are here to help! Whether you have a few questions about the process or are new to the idea of retirement planning, Rick Esten will be available to meet with you one-on-one. To schedule an appointment with your financial advisor, [click here](#).

**Appointments with Rick are available on the following dates:
January 15, 19, and 27.**

Payroll Reminders:

1. Have you moved or changed your mailing address this year? Please be sure to log into ADP to verify your address on file by December 31st for accurate delivery of your W-2.
2. Need to make changes to your demographics, direct deposit or tax withholding information? Log into **ADP WorkforceNow > Myself > Personal Information or Pay** to make changes accordingly.
3. Benefit changes take effect January 1st. Be sure to review the check dated January 8, 2016 for accuracy.

If you have any questions, please contact Michelle Scribner at mscribner@sjcme.edu



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>

Kristine A. Avery SPHR
AVP & Chief Human Resources Officer
PHONE 207-893-7755
kavery@sjcme.edu

Heidi Jacques
Assistant Director of Human Resources
PHONE 207-893-7756
[hjackson@sjcme.edu](mailto:hjacques@sjcme.edu)

Jackie Cattabriga
HRIS Analyst
PHONE 207-893-7758
jcattabriga@sjcme.edu

Samantha Smith
HR Representative
PHONE 207-893-7753
ssmith@sjcme.edu

Linda Quigley
Data Entry Assistant
PHONE 207-893-7780
lquigley@sjcme.edu

Reminder of the Pet Policy

With the overall goal of keeping our campus safe, we strongly encourage our personnel to follow procedures, especially one as important as this. For this month's installment, I would like to review the matter of the Pet Policy at Saint Joseph's College.

The Saint Joseph's College policy for pets on campus is as follows:

*"Pets in classrooms, offices, residence halls, and other campus facilities can create distractions and possible health and safety hazards. Consequently, pets are **not** permitted in campus buildings and facilities. Pets on campus grounds must be kept on a leash and must not be left unattended. People bringing pets to campus are expected to clean up after their pets. Service animals, such as seeing-eye dogs and therapy dogs, are exempt from this policy."* (All service animals must be registered by the employee with the Human Resources office) The Counseling Center has one therapy dog at this time.

The primary reason behind this policy is safety and health. This policy serves to protect not only Saint Joseph's property, but to protect those with sensitivities to animals (primarily allergies). Exposure to even minimal traces of animal dander can impact people with dander allergy sensitivities and can result in any or all of the following (and possibly more):

- Itchy eyes
- Rash
- Hives
- Sneezing
- Asthma attacks

To remove animal dander from any campus building (this is especially important with the recent moves that have taken, and will take place), the procedure involves air quality examinations prior to (and after) treatment, a heavy regimen of steam cleaning and chemical treatment for dander. This procedure is repeated as necessary to eliminate all trace of animals to protect those who may come into contact with the area. It is for these reasons that we ask all Saint Joseph's faculty and staff to follow this policy.

Faculty and Staff may still bring animals on campus and walk among the trails on the property, but the animals must remain leashed. Also, it is the direct responsibility of the owner to clean up any "messes" and to not take the animals inside the buildings for any reason. **Please note that it is never acceptable to leave a pet in a parked car for long periods of time.** It is best to leave animals home if you are planning to be on campus for a long period of time or need to be in and out of buildings.

Thank you for your attention to this matter. If you have any questions please contact Zachary Chopchinski at zchopchinski@sjcme.edu.