

Payroll Reminder:

1. Year end is fast approaching; please take a moment to log into ADP to confirm your information is up to date. W-2 forms will be mailed to the address we have on file in January.

2. Time and Attendance Supervisors – If you are going to be out on a day that timecard approval is required, please be sure to delegate to the next appropriate person.

If you are unsure how to delegate please contact Michelle Scribner at ext. 7738.

Be Well

Have you earned your \$300 wellness dollars for 2016? There is still time to log into your account at www.mycigna.com to self-report wellness activities you did for 2016. If you need any assistance please reach out to Jenna Chase at jchase@sjcme.edu OR wellness@sjcme.edu



Choose the Benefits that are Right for You:

Employee benefits should be all about you and family. That's why we're putting control over a very important decision in the right hands – yours.

Your benefits choices should be reflective of your personal needs. Only you know the benefits package that's right for you depending on your own health and well-being, goals for the future and attitudes about risk.

If you need one-on-one assistance through the process, we are holding employee meetings in the Webber Room on the following dates/times (there is space for 6 at a time, please email Heidi to sign up):

- Wednesday, November 30: 11:30 am - 12:30 pm, 2:30 pm - 4:30 pm, 10:30 pm - 11:30 pm
- Thursday, December 1: 11:00 am - 2:00 pm
- Friday, December 2: 9:00 am - 12:00 pm
- Monday, December 5: 2:00 pm - 5:00 pm

Liazon Bright Choices Benefits Portal is Open for Enrollment:

All benefit eligible employees will be required to enter the portal to take action. There is an exciting list of NEW benefit offerings that are available to you. This is an opportunity to add Accident or Critical Illness insurance, or even Pet insurance. All benefit eligible employees will need to restate their beneficiaries for the College provided \$25,000 term life coverage and consider if they wish to purchase the previously College provided Long Term Disability coverage.

To log in, please do the following:

- Go to <https://brightchoices.liazon.com>
- Username: SJCME + your first initial + last initial + last 4 digits of your Social Security Number (SSN)
- Password: Your 9-digit Social Security Number (without dashes)
- Upon log in, you will be prompted to change your password

Example log in for Jane Smith with an SSN of 123-45-6789

Username: SJCMEjs6789

Password: 123456789

If you have any technical questions, contact Bright Choices Support at 1-855-569-2464 or bcsupport@liazon.com Monday through Friday, 8am – 8pm Eastern.

When you log in to Bright Choices, a short video will teach you exactly how to use Bright Choices. Answer some questions about yourself and your family and Bright Choices will get to know you. Your answers help the system recommend the best plans for you. After enrollment, Bright Choices is your first stop when you want more information about your benefits, want to track and manage your costs, or need to add a spouse or baby to your plans.

Remember you must take action and finalize your selections by 5pm on Friday, December 9th via the Liazon - Bright Choices portal. If you do not take action to enroll yourself and your family members by 5pm on Friday, December 9th, you forfeit your defined contribution opportunity which will result in no elective insurance benefits for 2017.

NOTE: You can change your choices up until 5pm on Friday, December 9th.

Where Should You Put Your Retirement Assets?

Deciding what to do with your retirement assets was once relatively simple. But today, that question has been made more complicated by a number of issues:

- We're living longer
- The future seems unpredictable
- "Retirement" is a relative term today — possibilities range from relaxing travel to starting a new business, caring for an aging parent, volunteerism

Managing your assets to last you through retirement is critical.

VALIC specializes in helping people make this transition. Your VALIC financial advisor can work with you to:

- Assess your situation - total assets, projected essential and discretionary income needs;
- Determine how to obtain the optimum income from your assets in retirement
- Project how long you need your income to last;
- Examine current and future tax considerations that may determine when and how to receive your retirement income;
- Factor in inflation and rising healthcare costs;
- Cover essential expenses with an income stream you can't outlive;
- Invest for the best combination of potential growth and protection of your retirement funds.

Your VALIC financial advisor can help you examine any of these options. Call Rick Esten at 603-594-8340 today and schedule a one-on-one appointment.

Diabetes and Oral Health

High blood sugar affects oral health. Oral health affects blood sugar. Because they're less able to fight gum-invading bacteria, people with diabetes who are unable to control their blood-glucose levels are at a greater risk than people without diabetes for developing oral health problems, including:

- Gingivitis (an early stage of gum disease)
- Periodontitis (serious gum disease)
- Tooth loss
- Thrush, a yeast infection that occurs in the mouth
- Dry mouth, which can lead to soreness, ulcers, infections and cavities

And studies show gum disease affects diabetes as well. This is because, like all infections, serious gum disease can cause blood sugar to rise, making it harder for people with diabetes to control their condition.

Break the Cycle with Good Oral Health

Taking good care of your teeth and gums today can mean fewer complications from diabetes tomorrow. Let your dentist know if you're successfully managing your diabetes and be sure to schedule a periodontal evaluation.

WINTER IS COMING: Preventing Slips/Trips/Falls

Avoiding Slips/Trips/Falls:

- Concentrate on the path ahead of you-take your time
- Avoid slippery surfaces, travel on paths that are clear
- Wear appropriate footwear (keep winter boots in your car/office)
- When entering buildings, check hallways and stairs for snow/slush tracked in, as they often cause slips and falls
- Clean your shoes when you go inside, caked on snow and ice may cause a trip hazard

If you Slip/Trip/Fall:

- Try to roll with the fall, if you begin to fall forward
- Sit down if you begin to fall backward
- When a falling person relaxes, an injury is less severe than if he/she is tense
- Fighting a fall on ice can cause twisting/bending injuries, which can be worse than a "bump" produced by a fall

As a reminder, if you have a slip/trip/fall immediately contact Campus Safety at ext. 7911 or (207) 893-7911. Please also contact your director in order to fill out the appropriate workplace accident report.

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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Policy Reminder

There are recent revisions to two current policies. These two items are: 1) the calculation of overtime pay; and 2) the rollover provision for Earned Time that will occur at the end of this fiscal year.

1. Overtime Pay – Calculation Methodology

Effective November 21, 2016, overtime pay will only be calculated on hours **worked** in excess of 40 hours per workweek. This change eliminates the current practice of calculating overtime pay based on all hours **paid** which includes Earned Time, Holiday, Bereavement, Jury Duty hours, etc.

2. Earned Time – Temporary Change to FY17 End of Year Rollover Option for Staff

As of June 30, 2017, the College will rollover **all** remaining accrued Earned Time from each individual staff employee's Earned Time bank into that employee's Long Term Illness (LTI) bank. The current practice is to allow up to the equivalent of 10 days (2 weeks) to rollover into the next fiscal year's Earned Time bank, with the remainder of the balance into the Long Term Illness bank (up to the LTI maximum).

With this temporary change, beginning on July 1, 2017, there will also be a 2-month grace period provided where staff will be able to use up to 10 days (2 weeks) of Earned Time before it is accrued. Our current practice (in extenuating circumstances) is to allow up to 5 days (1 week) of negative accrual. For the summer of 2017, this temporary revision will allow for vacations to be taken in the summer months before the new academic year begins. In the event an employee leaves the College with a negative Earned Time balance, a deduction will be made from their last paycheck to recoup the negative Earned Time balance.

We encourage staff to use the Earned Time benefit and to appropriately plan their time off schedule with their managers. Managers will be responsible for monitoring Earned Time balances for their staff to ensure that the negative balance does not exceed 10 days within the 2 month grace period.