

SJC 2017 Culture Audit Survey

Please take a few moments to fill out the 2017 Culture Audit Survey. 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 program and how you would like to see it improved!

Here is the link to the survey:
<https://goo.gl/forms/pXgBN54DDxOR7pCC3>



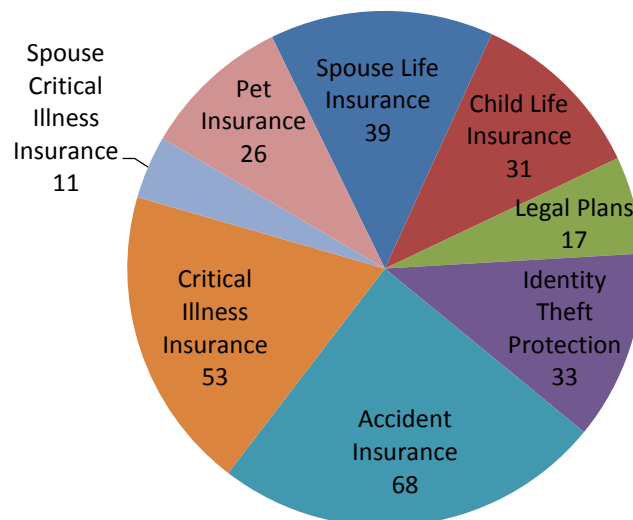
Payroll Reminder:

Year end is fast approaching; please take a moment to log into ADP to confirm that your information is up to date. W-2 forms will be mailed to the address we have on file by January 31st



Employee benefits are all about you. And this year, you're in charge.

This message holds true as we review the results the 2017 Benefit Open Enrollment period. The HR Team wanted to share with you some exciting benefit selection information. As you remember, there were a total of 18 benefit offerings to select from in the Liazon Bright Choices exchange portal that included 8 new benefit offerings for 2017. Those new offerings included spouse and child life insurance, accident and critical illness insurance, legal and identity theft plus pet insurance. An average of 11 percent of benefit-eligible employees selected those 8 new benefit offerings. The largest enrollment was for accident insurance with 22 percent of benefit-eligible employees enrolling. See chart below for a breakdown of participants enrolled in the new plans.



These positive results prove the value of our expanded benefit offerings and providing choices.

Mindful Monks Update

Since its launch 3 months ago, the Mindful Monks Program is off to a great start! The program has received 16 ideas for consideration. To date, 3 ideas have been approved to implement! Congratulations to the following colleagues:

- Matt Strom, “Every Day is Earth Day”, The Go-Getter Award, 25 flex dollars
- Kelly Ward, “Update Directory”, The Go-Getter Award, 25 flex dollars
- Jen Stone, “Office Supplies”, The Grand Award, \$1000

At a later date, you'll learn more about their ideas and implementation status. In the meantime, keep the ideas coming for a chance to earn some cash while making a positive impact on SJC!

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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Winter Driving

Winter driving is the most dangerous driving season faced in New England. Snow and ice make the most routine drive very dangerous. Prior to, and throughout the winter season, ensure your vehicle is in good operating condition.

Vehicle Checks

- Check coolant level
- Check condition and power output of batteries
- Check brakes for wear or damage
- Inspect tires for wear and proper inflation
- Test heater, defroster, and fans
- Inspect windshield for cracks, they will expand when glass is heated from inside
- Replace worn windshield wipers

On the Road

- Clear all ice snow and dirt off of vehicles
- Know road conditions, touch breaks to measure effectiveness
- Reduce speed over bridges, suspended surfaces often freeze before roads
- Increase normal following distance to 6-8 seconds instead of 4 seconds
- Antilock braking systems (ABS) are only effective when full pressure is applied to brake
- If your vehicle does not have ABS, pump your breaks when stopping to retain control
- Use head lights any time there are adverse weather conditions
- Do not solely use parking/running lights while driving in these conditions

Pedestrians

- Slippery roads present hazards for both drivers and pedestrians
- Pedestrians vision may be compromised by bulky winter clothing or weather conditions
- Snow on cars and snowbanks can obstruct drivers' view of pedestrians

Emergency Preparedness- Make an emergency kit for your car that includes:

- Warm clothing/hat/gloves/coat/boots
- Flashlight with batteries
- First aid kit
- Small shovel
- Water and snacks