

Are you a space requester for events/meetings on campus? For more information and the complete Policy, please visit [MySJC](#) and click on the [Events Planning Policy under Campus Quick Links](#).

## 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 are available on the following dates: **March 9<sup>th</sup> and 22<sup>nd</sup>** in the Webber Room – Alfond Hall 230.

## Payroll Update

Do you have questions regarding Time and Attendance in ADP? Good news! Michelle Scribner and Samantha Smith are now offering "Traveling Time and Attendance Training". We will be scheduling time with departments across campus starting in March. If you have any questions in the meantime, please reach out to Michelle at x7738.

## HR is moving...

As of March 7<sup>th</sup>, you can find us in Cassidy Hall (formerly where Financial Aid was located)

## New Volunteer Group Insurance Program

Beginning March 1, 2016, Saint Joseph's College is pleased to offer a voluntary group insurance program designed to benefit its employees.

A wide range of products are available including homeowner, rental, automobile, boat, RV, motorcycle insurance and other options. This plan provides [savings](#) and [convenience](#) through electronic funds transfer or Direct Bill.



### Benefits to YOU, the employee:

- 10% GROUP DISCOUNT with EFT Debit and additional Multi-Policy Discounts!! SAVING YOU MONEY\$\$\$\$
- Free No obligation estimate and review of your coverages
- Convenience of insurance premiums being taken directly out of your checking or savings account monthly through EFT or you can choose your own billing options through Direct Bill.
- Great local customer service—No service center—A designated client service team who will know you when you call for assistance.

We have partnered with our broker, Cross Insurance, to administer this program that is offered through [Maine Mutual and Patrons Oxford Insurance Companies](#). This is a great opportunity to save money on your personal insurance, but more importantly a chance to improve the overall insurance protection for the things that you value.

Watch for additional announcements about this new benefit offering. We will be offering times to meet with a Cross Representative on campus this spring to request a personal quote or for more information please contact Ryan Davis or Kelley Lewis at [Rdavis@crossagency.com](mailto:Rdavis@crossagency.com) or [Klewis@crossagency.com](mailto:Klewis@crossagency.com) or by telephone at 1-800-660-7377 or 622-4787.

## Be Well

Do you walk your dog? Have you done household chores recently? Do you want to improve your level of health? If yes, sign up for the Move and Improve program. Move and Improve is designed to encourage participants to increase the amount of physical activity that you are engaged in on a daily/weekly basis. You get to choose which goal will work best for your lifestyle. This FREE program starts February 28<sup>th</sup> but registration is open through March 24<sup>th</sup>. To complete the program you will need to reach your goal in 8 out of the 12 weeks. CIGNA members will earn 25 points upon completion. This program is available to staff and faculty (and their families) who work on and off campus. You do not need to be a member of CIGNA to participate. Participants can track their progress through an online activity log or a paper log. This entire program is done on your own time. Participants will have access to a weekly newsletter, fit tips and more! To register for the program online go to [www.moveandimprove.org](http://www.moveandimprove.org) and select St. Joseph's College as your site. If you have any questions, or would like the paper activity log, please contact Jenna Chase at [wellness@sjcme.edu](mailto:wellness@sjcme.edu).



### Great Colleges to Work For

As announced by President Dlugos at the community gathering on February 17<sup>th</sup>, the College will be participating in the 2016 Great Colleges to Work For program. We are interested in your input so please plan to complete the survey beginning March 14<sup>th</sup> and running through April 8<sup>th</sup>. More information to follow through campus emails.

### Direct Deposit for Travel & Expense Reimbursements

Effective March 1, 2016 all travel and expense reimbursements will be direct deposited to your net pay designated banking institution and account as noted in the ADP payroll system. The Employee Reimbursement Direct Deposit Form will need to be completed and submitted to Candy Barton in Accounts Payable before the reimbursement will be processed. The form only needs to be submitted once and is located under the Finance and Administration website.

### Reminder of Mileage Reimbursement Rate

Effective immediately, the mileage reimbursement rate is 54 cents in accordance with the IRS guidelines. The Travel and Expense Report has been updated to reflect this change and is available on the Finance and Administration page on mySJC.

If you have any questions, please contact Candy Barton in Accounts Payable.

### FAQ About FSAs

#### What if the Eligible Medical Expenses I incur during the Plan Year are less than the annual amount I have elected for Medical Care Reimbursement?

You will not be entitled to receive any direct or indirect payment of any amount that represents the difference between the actual Eligible Medical Expenses you have incurred and the annual coverage level you have elected. Any amount allocated to a Medical Care Account will be forfeited by the Participant and restored to the Employer. Unless, you have submitted a request for reimbursement for those expenses incurred during the 2015 Plan Year within the Run Out period (January 1, 2016 through March 31, 2016). Amounts so forfeited shall be used to offset administrative expenses and future costs, and/or applied in a manner that is consistent with applicable rules and regulations (per the Plan Administrator's sole discretion).

### Wellness

Congratulations to Jenna Chase and team for leading the application process for SJC which resulted in receiving the award from the American Heart Association, the **2015 Gold**

**Fit-Friendly Worksite** for the third year in a row! Here is a statement from the award letter: "Worksite wellness is gaining more support and popularity as an important way to improve the well-being of the work force and your organization has taken great strides in this movement. We want to thank you for your part in helping to build a culture of wellness and providing your employees with more options to make healthy choices. It is truly an inspiration to us all."



## 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:

<https://www.sjcme.edu/uploadedFiles/Sites/SJCME.EDU/Pages/mySJC/HumanResources/Files/EmployeeAssistanceProgram.pdf>

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## Safety First

### Slips, Trips, and Falls

Saint Joseph's College has long held pride in ourselves for providing one of the most favorable, and safest, workplaces in the state. Yet with recent weather hazards, we find ourselves again facing a common threat with the colder season; slips, trips, and falls. These incidents are some of the leading causes of unintentional injuries in the United States. They account for approximately 8.9 million visits to the emergency department nationally. It also accounts for 15 percent of all accidental deaths per year, the second-leading cause of death behind motor vehicles. They account for about 25 percent of all reported injury claims per fiscal year and more than 95 million lost work days per year – about 65 percent of all work days lost.

At Saint Joseph's College we do all that can possibly be done to alleviate threats associated with these areas. Accidents will occur, but it is up to all of us to recognize hazards and report any that perhaps have gone unnoticed or have recently been revealed. While accidents cannot necessarily always be avoided, we can take part in practices that can lower the risk for injury on our parts and those around us.

1. When the College has a delayed opening/early close, do not come to campus unless you are *essential personnel*.
2. Be sure to wear proper attire in the colder weather. Not necessarily clothing, but proper footwear. Slip resistance is key here. If these are not necessarily the same footwear that you would like to wear in the workplace, perhaps consider wearing slip-resistant shoes to work then changing them once you are in your work space.
3. Take your time walking to and from areas outdoors. If you need to go from point A to point B outside, consider giving yourself an extra few minutes of travel so that you are not so rushed on the possibly slippery conditions that may arise. Take your time and watch your step.
4. If you see any sort of circumstance that may prove hazardous, contact Campus Safety and report the situation so that it may be addressed as quickly as possible.
5. If you should slip or fall, be sure to report it to your supervisor and HR as quickly as possible. Even if no injury arises, should something later develop, these must be reported.
6. Be cautious of slippery conditions in the entrance of the buildings as well. Though these are generally policed and cleaned, there can still develop puddles that can prove slippery and we must assure that we avoid these areas and, if possible, mark them with "wet floor" signs.

With your assistance we can all keep Saint Joseph's College a safe and enjoyable place to visit and to work. Should you need any assistance or need to report an issue, please contact Campus Safety at x6687 or your immediate supervisor. Thank you