



## Payroll Notice:

**Do you have questions about ADP Time and Attendance?**

Please contact Michelle x7738 or Samantha x7753 to schedule time for Traveling Time and Attendance Training.

We come to you and answer any questions you have!

## Be Well

Join us for a Day of Service on May 20<sup>th</sup>. The Day of Service is a chance for Saint Joseph's College to #Make Mercy Real by working side by side to make our own and neighboring communities better. There are many opportunities to participate including Pearson's Town Farm, Good Shepherd Food Bank, Parks and Trails in Windham and Standish, and more. Please register by May 9<sup>th</sup> at [http://keoka.sjcme.edu/KxRegistration\\_Live/dayofservice2016](http://keoka.sjcme.edu/KxRegistration_Live/dayofservice2016) If you have any questions, please email [events@sjcme.edu](mailto:events@sjcme.edu).

## Annual Sexual Harassment Notice

Sexual harassment in the workplace is unlawful under both state and federal law and is not tolerated at Saint Joseph's College. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of physical conduct, such as unwelcome or offensive touching; verbal conduct, such as vulgar remarks, or suggestive comments or jokes; nonverbal conduct, such as whistling or leering; or visual displays, such as sexually oriented calendars or posters in the workplace. Men, as well as women, may be the victims of sexual harassment.

If you believe that you have been a victim of sexual harassment, it is important that you first report your allegations to your supervisor or to a sexual harassment officer of the College. The sexual harassment officer is the Title IX Coordinator. You will be requested, but not required, to put your complaints in writing. Your complaint will be investigated promptly and as confidentially as possible. You will be notified of the results of the investigation. In no case will the person you allege to have harassed you be responsible for conducting the investigation.

A charge may also be filed with the Maine Human Rights Commission (MHRC). The charge should state the facts and circumstances underlying the allegation of sexual harassment, and it must be filed within six months of when the harassment occurred.

Once a charge is filed, the MHRC will provide an opportunity for the employer to address the charges. The Commission will also attempt to get the parties to reach a mutually acceptable settlement of the matter. If no agreement can be reached, then MHRC will itself investigate. If MHRC determines that reasonable grounds exist that sexual harassment has occurred, they will attempt conciliation to resolve the problem. If unsuccessful, they may then file a lawsuit in court seeking relief on behalf of the employee. If the MHRC concludes after investigation that no reasonable grounds exist to believe that sexual harassment occurred, it will dismiss the charge. The employee may still file a lawsuit.

It is unlawful for anyone to be punished or penalized for 1) exercising his or her right to be free from sexual harassment; 2) filing a charge in good faith with the MHRC; or 3) testifying in good faith in any matter before the MHRC. The MHRC can be contacted by telephone at (207)624-6050, or by mail at Station 51, State House, Augusta, Maine 04333.

Should you have any questions or need further information about sexual harassment, please contact the Title IX Coordinator (207)893-7752. You can also find more information on our Human Resources Training or Title IX website. Thank you.

## Our Core Values

are at the heart of our core existence and should be visible in our daily interactions. They are:

- Excellence
- Integrity
- Community
- Compassion
- Justice
- Respect - Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.
- Faith

Imagine  
With all  
your mind.  
Believe  
With all  
your heart.  
Achieve  
With all  
your might.

### Great Colleges to Work For Survey Results

The Great Colleges to Work For 2016 final survey response rates for Saint Joseph's College are in:

Category	Responded	Total	Percent
Faculty	41	67	61%
Administration	29	35	83%
Exempt	66	94	70%
Non-Exempt	54	100	54%
All	190	296	64%

SJC had a 64% participation rate as compared to 58% three years ago. The overall participation rate by all institutions is 40%!

Thank you to all of those who participated in the survey!

*We look forward to sharing the results of the survey with the Trustees, Faculty and Staff later this year when we receive the report.*

### New CIGNA Dental Search Tool

Introducing a revolutionary new dental search tool. ONLY on [myCigna.com](http://myCigna.com)

Cigna is known for going above and beyond for our customers. Now, Cigna is proud to be the first carrier to include the new Brighter.com dental search experience.

#### A Whole New Way

Starting this spring, customers will find many new and engaging ways to search for a dentist on [myCigna.com](http://myCigna.com):

DHMO\* and DPPO customers can access

- PRICE / SERVICE COMPARISONS
- DENTIST PROFILES including photos and videos
- PATIENT REVIEWS

Compare **Brighter Scores** – based on Brighter measures of professional history, affordability and patient experience

Most DPPO customers will be able to see **actual fees for services** before they make an appointment. To help avoid costly surprises, these are:

- Personalized to their specific plan details
- Include coinsurance and deductibles

**Online appointment scheduling** and electronic appointment reminders at participating dentists for DPPO customers (coming soon)!

## 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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## SJC Carbon Footprint Analysis Now Available!

In October 2012, President James Dlugos signed the American College and University Presidents Climate Commitment. This provides a framework and sets benchmarks for our campus reaching carbon neutrality. Carbon neutrality refers to no net greenhouse gas emissions achieved through minimizing emissions, increasing renewable energy sources, and using carbon offsets or other means to mitigate emissions.

This Climate Action and Sustainability Plan aims to further institutionalize the College's commitment to carbon neutrality and sustainability with clear targets, strategies, and timelines for achieving its goals and objectives.

SJC's March carbon footprint analysis can be found on our [website](#) on the Sustainability tab under Life and Community.

## VALIC Saving Matters Estate Planning: Not Just for the Wealthy

Some people may hear 'estate planning' and think it only applies millionaires or billionaires; those people who have a vast fortune to divvy up once they pass on. The truth is you don't have to be uber wealthy to make plans to distribute your possessions. In fact, you don't have to be wealthy at all.

### Planning your estate

Planning your estate basically means you get to decide how your possessions will be distributed after you die. It also eases the burden of decision making on your loved ones during their bereavement. Here are a few tips to help you get started:

#### List your assets

It's hard to design an effective estate plan without first having a complete list of what you own – real estate, bank accounts, investments, family heirlooms, etc. Update the list periodically.

#### Draft a will

A will is a written legal document that dictates the distribution of your property after your death. If you die without a valid will, state law will not only govern the distribution of your estate, but could also decide the guardianship for your children.

#### Update your beneficiary information

Make it an annual event to check and update your beneficiary information. This due diligence can help save your loved ones from the burden and cost of probate.

An up-to-date estate plan is part of saving for retirement. Your VALIC financial advisor help you develop an estate plan, as well as outline the action steps and strategies that will help you achieve your estate planning goals.