



Payroll Notice:

Please be sure to review and approve all time off requests each pay period. It is extremely important that they are approved/denied in the appropriate pay period to ensure employees are paid accurately.

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: June 7th and 21st in the Webber Room – Alfond Hall 230.

New Volunteer Benefit Offering at Saint Joseph's College

Many of you have expressed interest in employee benefits that address identity theft protection and legal services. We have heard you, and are excited to announce LegalShield and IDShield as a new voluntary benefits in July 2016!

You can view a short video about these new benefits here, please copy link into web browser: <http://sites.legalshield.com/groupvideo/howitworks/?hub=nolafennessy>

Some of the benefits:

- Your Will and Testament, Living Will, and Health Care Power of Attorney prepared and/or updated
 - Identity theft monitoring, unlimited consultation with experts, and full restoration services provided by licensed private investigators
 - Unlimited legal advice on personal matters from a respected, local law firm
 - Contract and document review, even including mortgage documents
 - Court representation--including moving traffic violations and IRS audits 24/7/365
 - Access to your law firm for covered emergency situations
 - And much more!
- If you have any questions, you may contact our LegalShield representative Nola Fennessy directly at 207-776-0302 or email nolafennessy@legalshieldassociate.com
We look forward to providing staff with an opportunity to learn about LegalShield and IDShield. We will be announcing group meetings in July as well as Nola will be reaching out to schedule directly with department leaders to present a short overview of these new benefit offerings at department meetings.

The New and Improved VALIC.com

Exciting news! Later this year, VALIC will introduce their transformed digital experience. It is a smarter and more personalized way to help you prepare for your future—one that's simpler, easier to relate to and encourages you to take control of your future. The transformed VALIC.com was designed with mobile in mind. Regardless of whether you are on your smartphone, tablet or desktop, you will receive a seamless experience. Smart technology, personalized content and immediately actionable suggestions will be available to you. Some key features of the new website include:

- ✓ A personalized participant workspace highlights important plan information and simplifies transactions
- ✓ Customized messaging helps you make important changes for your future such as increasing contributions, maximizing the match and more
- ✓ FutureFIT(SM) Calculator helps improve your retirement readiness by providing you with future monthly income projections and personalized retirement suggestions to help you get FutureFIT(SM)

Stay tuned for future announcements about the new VALIC.com.

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.

Take a look at what your employer is offering



You work hard for your paycheck. But it can be difficult to budget for life's unexpected emergencies. That's why St. Joseph's College is giving you the option to purchase the Unum coverage shown below. It can help protect your finances and give you some comfort when you need it the most.

How to Apply

Enrollment Coming in July! You will be able to meet with a Benefit Counselor to learn more, ask questions, and enroll. More details to follow soon.

Individual Short Term Disability Insurance

Individual Short Term Disability insurance can help protect a portion of your **monthly income** if you are unable to work due to a covered injury or illness. Consider this paycheck insurance. This means you can continue to have some income coming in during a time of need. Common reasons people use this coverage include pregnancy, injuries and digestive problems — such as gall bladder or appendix surgery.

Accident Insurance*

With the high cost of medical care today, a trip down the stairs can hurt your bank account as much as your body. Accident Insurance can pay you money based on the injury and the treatment you receive, whether it's a simple sprain or something more serious like a broken bone. Your plan can pay benefits for emergency room treatment, stitches, crutches, injury-related surgery and a list of other accident-related expenses. The money is paid directly to you and you decide how to spend it. You can also purchase Accident coverage for your spouse and dependent children as well as spouse disability insurance.

Group Critical Illness Insurance*

What's a critical illness? Heart attack and stroke are a couple common examples. This coverage also includes serious conditions like permanent paralysis, and some policies can provide coverage for cancer. Treatment for these conditions can be very expensive, so Critical Illness Insurance can help — by paying a lump sum directly to you at the first diagnosis of a covered condition. You decide how to spend the money, and you can also purchase coverage for your spouse. Dependent children are automatically covered at 25% of your benefit amount.

* LIMITED BENEFIT POLICY.

Group products are underwritten by: Unum Life Insurance Company of America, Portland, Maine

Individual products are underwritten by: Provident Life and Accident Insurance Company, Chattanooga, Tennessee

These policies or their provisions may vary or be unavailable in some states. The policy has exclusions and limitations which may affect any benefits payable. See the actual policy or your Unum representative for specific provisions and details of availability.

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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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The DOL Ruling

The Human Resources Department is undertaking a detailed examination of the new rules and reviewing their effect on our current salaried staff. Based on the proposed DOL ruling, a preliminary impact analysis was conducted earlier this year, and presented to the Trustees in February and updated in May. Now that the ruling is final, we will determine any changes that we will be required to implement by December 1st including the financial impact to compensation within the FY 17 budget.

At this point, we anticipate that some staff will be impacted. Once we have a more complete understanding of the new obligations and the resulting changes, we will notify the employees and their supervisors. To the extent that there are changes required, we will work to minimize the impact on individuals and departments.

HR will also be creating a resource listing, complete with a fact sheet and questions & answers, on the Human Resources section within MySJC of the College website.

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

Quick "How To" Guide on completing a Tuition Remission application.

Tuition Remission Application Process

- www.sjcme.edu
- Click **mySJC** link at top
- Log in using SJC email account and password
- mySJC Dashboard is displayed
- Collapse Administration group in left column
- Expand Human Resources group
- Click **Benefit Enrollment**
 - **Tuition Remission**
- In the right column, click on the applicable tuition remission application form
- Log in using SJC email account and password
- Complete the form electronically and it will be sent to the appropriate departments for approval and processing
- Once application is approved, notification will be sent via memo

If you have any questions regarding this or any others benefits offered, please contact Heidi at x7756 or [hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu)

Be Well

Did you know that each month you can watch a webinar on different wellness related topics? Some topics include Healthy Meal Planning, Surviving Your Child's Teen Years, Balancing Work and Personal Life, Financial Wellness and many more! The Employee Assistance Program offers webinars that are one hour in length with a Q&A at the close of each session. You will also receive a certificate of attendance and if you send that to wellness@sjcme.edu you are eligible to earn 10 CIGNA points per webinar that you watch!

Registration information, live seminars, and on-demand replays can be accessed directly at our seminar portal: <http://www.media-server.com/m/go/CignaEAPWellnessSeminars>