

## Payroll Reminder

Time and Attendance Supervisors – Going on vacation? Going to be out of the office on timecard approval day? Please be sure to use the delegation feature to give permission for someone else to approve timecards in place of you. Below are the steps:

1. Go to my team
2. delegated activities
3. Add new
4. Chose the person whom you are delegating to
5. Enter the date range you wish to delegate to them
6. Once you have completed the above have the person log in and they should see at the top of their ADP screen acting on behalf of \_\_\_\_\_.

As always if you have any questions or concerns, please contact Michelle Scribner at ext. 7738.



## Saint Joseph's College is a Tobacco Free Campus

Saint Joseph's College of Maine is committed to providing a healthy working and learning environment for the entire campus community. To that end, SJC is a tobacco-free campus. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness. This policy applies to faculty, staff, students, alumni, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any college-owned property, which includes but is not limited to, buildings, college grounds, rights of way, parking areas, walkways, recreational and sporting facilities and college-owned vehicles. Tobacco use by definition includes the possession of any lighted tobacco products: cigarettes, pipes, cigars, hookah, or the use of any type of smokeless tobacco including smokeless cigarettes, vaping, or chewing tobacco.

### EDUCATION

1. The SJC community and its visitors shall be made aware of the new tobacco policy through every appropriate means. Organizers of public events using SJC facilities are responsible for communicating and abiding by this policy.
2. SJC encourages faculty/staff and students not to smoke by offering educational information and providing information about smoking cessation classes offered through college departments or offices, health care providers, non-profit organizations or other groups.
3. The SJC Wellness Program will provide prevention and cessation programs to staff/faculty, spouses, dependents and students upon request.

### ENFORCEMENT RESPONSIBILITIES

1. The President, Vice Presidents, Deans, Directors, Supervisors and Department Heads shall ensure that this policy is communicated to everyone within their areas of responsibility.
2. The Dean of Campus Life will be responsible for student violations. Deans and Supervisors will be responsible for faculty/staff violations.
3. The policy relies on the courtesy and cooperation of the entire campus community. All members of the SJC community, including vendors and visitors, are asked to observe this policy.

For resources and to review the entire Tobacco Free policy, please visit My SJC > Human Resources > Handbooks + Policies > 4.05 - Tobacco Free Campus Policy.

## Roll up Your Sleeve Be Prepared for Flu Season

**Influenza, also known as the “flu,” is a contagious illness caused by viruses, and anyone can get it.**

The flu can be spread between people when coughing, sneezing, talking or just by touching something that has the flu virus on it. The flu can cause mild symptoms such as fever, chills, cough, sore throat and body aches or sometimes more serious complications, for example, pneumonia or bronchitis.

**The flu shot is the best way to lower your chances of getting the flu and to prevent spreading it to your family and friends.**

You and your loved ones should receive your flu shot in the fall as soon as it is available. Getting the vaccine each year gives you the best protection.

Other actions you can take to prevent the spread of germs include:  
Avoid close contact with people who are sick  
Wash your hands often  
Cover your nose and mouth with a tissue when you cough then throw it out  
Clean objects and surfaces that may be contaminated

Talk with your doctor if you have questions about whether the flu shot is right for you.

## Department of Labor – Final Ruling on Overtime Update:

Human Resources conducted a full analysis of 61 positions which represents 105 employees due to the recent Department of Labor (DOL) overtime final ruling published in May 2016.

In the month of August, Human Resources held 15 division/department manager meetings to discuss how the new regulations would impact their respective staff. Based on the impact of the DOL changes, 43 positions - 80 employees will be reclassified or realigned later this Fall.

Next steps include a presentation to the Board on September 15, 2016, followed by informational meetings and additional ADP training planned for this Fall.

## Maximize Retirement Savings with an IRA

As the name implies, individual retirement accounts (IRAs) are established by and for the individual, rather than an employer- sponsored plan such as a 403(b) or 401(k). An IRA is a trust or custodial account designated to hold money intended for retirement. You can establish an IRA through thousands of financial institutions including banks, savings and loan associations, credit unions, mutual fund companies and more.

### What is in an IRA?

An IRA can include any of the following assets:

- Mutual funds
- Individual stocks
- Certificates of deposit (CDs)
- Bonds
- Cash
- Annuities and more

### Who can save in an IRA?

Contributions to a traditional IRA may be tax-deductible. The deduction may be limited if you or your spouse is covered by a retirement plan at work and your income exceeds \$71,000 (filing single or head of household) or \$118,000 (married filing jointly).

### How much can you save annually in an IRA?

As of 2016, an eligible individual can contribute a total of up to \$5,500 per year for a traditional, Roth or a combination of the two IRAs. You must also have earned at least as much income in the year as you are contributing to the IRA.

### Watch out for federal penalties

IRAs are tax-advantaged vehicles intended to help you save for retirement. Withdrawing money from an IRA before age 59½ can result in a 10% federal early withdrawal penalty, on top of the ordinary income taxes due upon withdrawal.

### Types of IRAs

Traditional IRA, SEP IRA, SIMPLE IRA, Self-Directed IRA, Spousal IRA, Roth IRA, Rollover IRA.

Your financial advisor can help you determine which IRA type would be most advantageous for your situation.

## 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 in the Webber Room – Alford Hall 230.

9/6	10:30 – 4:30
9/15	1:00 – 4:30
9/21	8:30 – 4:30



## Humor in the Workplace

Humor has a place in the office, but only if you know when and where it belongs. In fact, humor and laughter can increase productivity and positive feelings about your job, help you bond with co-workers and may even make monotonous tasks more enjoyable.

### Benefits of Workplace Humor

The following are the benefit of humor in the workplace:

- Provides a non-confrontational means of talking with others without intensifying emotions
- Develops unity amongst workers and a sense of teamwork; by posting jokes or comic strips on bulletin boards, via email or through intra-office mailings, you can brighten your co-workers' days
- May help put difficult situations in perspective
- Reduces stress by activating a physical response in the body—it can actually make you feel better, more relaxed and ready to take on difficult tasks
- Makes you more attentive and alert through laughter, which can serve as a pick-me-up in the middle of a long work day

### Things to Avoid

The following should be avoided in workplace humor:

- Jokes that are sexual in nature
- Jokes about someone's sexuality, religion, ethnicity or personal appearance; putting others down or making sarcastic remarks
- Serious subjects like death, disabilities or sexual harassment
- Jokes that carry negative messages—if you wouldn't say it in a conversation, don't say it in a joke

### Tips for Workplace Humor

To promote positive workplace humor, try the following strategies:

- Joke about situations that are affecting you and all of your co-workers, such as the excessive air conditioning or an upcoming deadline; since you can commiserate together, you will not be singling anyone out.
- Take a friendly jab at yourself from time to time.
- Know your audience—an appropriate joke within your department may not be appropriate when told to someone unfamiliar to you.



**REMINDER:**

Two weeks remain to complete the FY16 Annual Performance Assessments with a completion date of September 12, 2016. An annual review is expected to be completed for all staff with the exception of those in their adaption period.

To ensure the process moves smoothly, these task completion dates have been established as a guideline:

- By 8.19.16 ALL Managers were to have completed employee reviews
- By 9.2.16 HR Approves reviews
- By 9.12.16 ALL Managers meet with employees and employee acknowledges review

Thank you for your attention and participation in this important activity.

**Roadway Safety**

*Greetings to All,*

*I would like to first formally introduce myself as Allyssa Caron, the new Campus Safety Officer here at Saint Joseph's College. I look forward to working with everyone, and if you have any comments or questions regarding safety feel free to reach out to me. -Thank you*

As the academic school year begins yet again, it is important to remember that the traffic flow increases, and the number of pedestrians using the roadways increases. According to the U.S. Department of Transportation's National Highway Traffic Administration, on average 1,898 people die each year due to non-traffic motor vehicle crashes. Non-traffic motor vehicle crashes are crashes that occur with the involvement of pedestrians, bicyclists, etc. Saint Joseph's College does not want to be an additional number added to this annual statistic. In order to make sure we as a college community do not become a statistic please remember these key items:

**When operating a motor vehicle:**

- The Saint Joseph College's posted speed limit is 15 MPH
- Stop at all stop signs and look both ways before proceeding
- Use caution when approaching any crosswalk or highly traveled area of pedestrians
- At night, be aware of pedestrians in those areas where lighting is limited
- Pedestrians always have the "right of way" (it's the law)
- Do not operate a cellular device while driving

**When a pedestrian:**

- Always look both ways before crossing a roadway or parking lot
- Try to walk in lighted areas at night, when possible
- If on the main road (Whites Bridge Rd) wear a reflective vest or brightly colored piece of clothing
- Do not assume every motor vehicle will yield to you (even if it is the law)
- Do not operate a cellular device while walking across roadways/parking lots/lawns/etc.

**The Campus Operational Efficiency Awards Program**

And the winner of the program name contest is – **Tanya Iverson!**

Congratulations on submitting a creative name for this program! Your suggestion of naming the program, "Mindful Monks" has been adopted.

Details coming very soon!

**MINDFUL MONKS**

**We're always thinking!!!**

## 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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## Know Before You Go

### Your guide for where to go when you need medical care

**Emergency Room (ER):** For immediate treatment of critical injuries or illness, open 24/7. If a situation seems life-threatening, call 911 or go to the nearest emergency room.

*Conditions treated:* Sudden numbness, weakness, uncontrolled bleeding, seizure or loss of consciousness, shortness of breath, chest pain, head injury/major trauma, blurry or loss of vision, severe cuts or burns, overdose

*Your cost and time:* Highest cost, no appointment needed, wait times may be long, averaging over 4 hours

**Urgent Care Center:** For conditions that aren't life threatening, staffed by nurses and doctors and usually have extended hours.

*Conditions treated:* minor cuts, sprains, burns, rashes, fever and flu symptoms, headaches, chronic lower back pain, joint pain, minor respiratory symptoms, urinary tract infections

*Your cost and time:* costs lower than ER, no appointment needed, wait times vary

**Doctor's Office:** The best place to go for routine or preventive care, to keep track of medications, or for a referral to see a specialist.

*Conditions treated:* general health issues, preventative care, routine checkups, immunizations and screening

*Your cost and time:* may change copay/coinsurance and/or deductible, usually need an appointment, short wait times

**Convenience Care Clinic:** Treats minor medical concerns, staffed by nurse practitioners and physician assistants, located in retail stores and pharmacies, often open nights and weekends.

*Conditions treated:* common cold/flu, rashes or skin conditions, sore throat, earache, sinus pain, minor cuts or burns, pregnancy testing, vaccines

*Your cost and time:* same or lower than doctor's office, no appointment needed, wait times about 15 minutes or less

### Cigna Health Information Line

A free service, staffed by nurses, that helps you understand and make informed decisions about health issues you are experiencing when you call. It can help you choose the right care in the right setting at the right time, whether it's reviewing home treatment options, following up on a doctor's appointment, or finding the nearest urgent care center. Just call the number on your Cigna ID card. Open 24/7.