



## Important Student Employment Reminder to Managers:

With many of our student workforce graduating last year, we have started this academic year hiring many new students. When hiring a new student, it is important to remember that they must complete all hiring paperwork in a timely manner in order to begin working in their new role.

Do not let a new student employee begin working until they have been cleared by Human Resources. This is due to federal regulations regarding the I9 form and it needing to be completed before or within three days of any new hire starting in a position. This will also ensure that our student workers are being paid accurately as we will enter them in ADP so they may begin clocking.

Thank you for your attention to this matter. Please do not hesitate to contact Samantha Smith in Human Resources if you have any questions.

## The Department of Labor – Overtime Ruling Update:

The final rule raised the exempt salary threshold from \$23,660 to \$47,476 (\$455 to \$913 per week), employers must be in compliance with the new rule by December 1, 2016. At the September 15, 2016 College Environment Committee meeting of the Board of Trustees, the DOL Impact Analysis, that was produced by HR and affects 80 staff positions at Saint Joseph's College, was presented and discussed. With the support of the Trustees, HR is proceeding forward with the implementation of this project plan to reclassify the exemption status or realign the salaries of the targeted positions. The next steps in this process are as follows:

- HR is updating policies and job descriptions, preparing for group informational meetings, as well as individual employee meetings, and testing system changes through ADP.
- The informational and individual meetings for impacted staff will occur in late October.
- Training will be conducted in early November for managers and staff that will include policy review and ADP Time & Attendance.
- Payroll live date is Monday, November 21, 2016 for the compliance date of December 1, 2016.

Additional communications will be issued by the HR office over the next two months.

## Have a child attending college next year and you missed the informational meeting? Not to worry!

If you have a son or daughter who may want to take advantage of our Tuition Benefits for attendance here at Saint Joseph's or at 500+ other colleges for the 2017 – 2018 academic year, you can visit these Human Resources websites for program policies, procedures and forms.

### Tuition Exchange -

<https://www.sjcme.edu/mysjc/human-resources/benefit-enrollment/tuition-exchange/>

*The deadline for submitting completed tuition exchange applications for new and returning students is **October 14, 2016.***

### Tuition Remission -

<https://www.sjcme.edu/mysjc/human-resources/benefit-enrollment/tuition-remission/>

*The deadline for submitting an electronic tuition remission application for new and returning students is following course registration for the Fall 2017 semester (April 2017).*

Don't hesitate to contact Heidi at x7756 if you have any questions or wish to schedule a meeting.

## Enroll in your VALIC Retirement Plan Today!

One common regret among people approaching retirement is having failed to take advantage of valuable opportunities to build substantial savings.

The tax advantages and simplicity of your employer's plan could make it one of your best opportunities to save for a secure retirement over the course of your career.

But you have to enroll to take advantage!

To learn more about your retirement options, visit [VALIC.com](http://VALIC.com) or call our VALIC financial advisor, **Rick Esten**, for more information.

**Phone: 207-650-0324**

**Email:**  
[richard.esten@valic.com](mailto:richard.esten@valic.com)

Enroll today in your tax-advantaged workplace retirement plan and make time your ally.

## Take Advantage of our Employee Assistance Program:

As an employee you have access to the valuable Cigna Employee Assistance Program (EAP) at no cost to you! You do not need to be a member of CIGNA to use these resources!!!

EAP personal advocates will work with you and your household family members to help you resolve issues you may be facing, connect you with the right mental health professionals, direct you to a variety of helpful resources in your community and more. EAPs offer education, awareness and counseling services to help you with your problems. And your participation in the program is strictly confidential.

Take advantage of a wide range of services offered at no cost to you:

- **Counseling sessions:** 3 face-to-face sessions with a counselor in your area.
- **Legal assistance:** 30-minute consultation with an attorney face-to-face or by phone.
- **Financial:** 30-minute telephone consultation with a qualified specialist on topics such as debt counseling or planning for retirement.
- **Parenting:** Resources and referrals for childcare providers, before and after school programs, camps, adoption organizations, child development, prenatal care and more.
- **Eldercare:** Resources and referrals for home health agencies, assisted living facilities, social and recreational programs and long-distance caregiving.
- **Pet care:** Resources and referrals for pet sitting, obedience training, veterinarians and pet stores.
- **Identity theft:** 60-minute consultation with a fraud resolution specialist.

Please also visit our website at <http://www.sjcme.edu/hr/EmployeeAssistance> or contact human resources for additional information.

## Have You Taken the Health Assessment Yet?

**The good news:** In an instant, you can learn which lifestyle choices may be affecting your health.

**The better news:** You'll receive support to change those behaviors. It's that easy.

When you take the health assessment on [myCigna](#), you answer simple questions about your health and the result is a thorough review of your overall health. It's personal and it's confidential. Completion of the health assessment is required for our Wellness Incentive Program.

## 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 Search for the New Vice President and Chief Financial Officer has Begun:

The College has begun the search process for a Vice President & Chief Financial Officer and has hired AGB Search for this engagement. Dr. Oscar Page is a search consultant who will be assisting with this process.

The position will be posted on the AGB Search and College websites by Monday, October 4<sup>th</sup> and additional job posting sites standard within higher education. An internal search committee consisting of students, faculty and staff has been assembled and will begin its review of applications in November. The pool of applicants will be narrowed down in December when the committee selects the candidates for video interviews which will occur in January. Campus visits should occur in February. Members of the College community will be invited to participate in the process when the finalists visit campus and will have the opportunity provide feedback before the selection is made. A final decision is expected in March for an employment start date on July 1, 2017 at the beginning of the new fiscal year.

In the meantime, Stuart Koop will continue to serve as our Interim CFO, and we thank him for his leadership in this capacity

### Drive Safely Work Week

The week of October 3-7 is known as Drive Safely Work Week, with the awareness of this topic lasting the entire month. Last year, more than half of the people killed in vehicle accidents in the United States were someone's employee. Off the job and on the job crash costs is nearly the same price. It is important as an employee and or employer to understand the dangers of getting involved in a vehicle accident and its long term effects.

Regarding the costs of an employee involved in an on or off the job vehicle accident below you will find data regarding driver behavior associated costs, as well as lost day costs.

#### Total Costs to Employer by Behavior Type:

- Not Wearing Seatbelt: **\$4.9 Billion**
- Alcohol: **\$6 Billion**
- Distracted Driving: **\$8.2 Billion**
- Speeding: **\$8.4 Billion**

#### Lost Work Days:

- Total: **\$1.6 Million**
- Off-the-job: **\$1.5 Million**
- On-the-job: **\$155k**

#### Safe Driver Behavior Tips:

**SPEEDING:** There is a direct correlation between speed and crash severity. Life goes by too fast to not **SLOW DOWN**.

**DISTRACTED DRIVING:** Feeling drowsy while driving? Reading work emails while driving? Answering phone calls while driving? **DON'T DO IT**

**ALCOHOL:** One beer is more than enough to result in a fatal car accident, drink at home, or **always have a designated driver**.

**NOT WEARING A SEATBELT:** More than half of teens and adults in fatal car accidents were not restrained at the time of the accident **"wear a seatbelt save a life"**.