



BE WELL

Mark your calendar because **Positive Pounds** is back! Stop by the Alford Center Dance Room on Wednesday, January 10th anytime between 11am-1:30pm. Program cost is \$10 per person to participate. Teams of 4 will compete each week for the team title! If you have any questions, contact wellness@sjcme.edu

Visit the **Health & Wellness Fair** on January 24th from 3pm-5pm in the Alford Center. There will be multiple vendors, door prizes, healthy snacks, screenings and activities for everyone to participate in!

Fitness classes begin January 15th. Staff and Faculty only pay \$3 to drop in or can purchase a punch card to attend 10 classes for only \$25.00! Classes will include Yoga, Zumba, Spin, Pilates and more. For a complete schedule to go www.sjcme.edu/wellness

VALIC Onsite Sessions

VALIC Financial Advisor, Rick Esten, is available to meet with you one-on-one and answer any questions you have about retirement planning and financing.

Appointments are available on the following dates:

1/18/2018 – 8:30am-4:30pm

2/6/2018 – 8:30am-4:30pm

2/27/2018 – 8:30am-4:30pm

Please use the scheduler link below to book your appointment.

Getting Fit for Retirement: 6 Steps Millennials Can Take Now

How much is enough?

Regardless of your current income, your 20s and 30s are the best time to start building for your future. But investing for a retirement that's 40 years away – all while trying to pay down student debt, save for a home, pay for a wedding or meet other important expenses – can feel overwhelming.

Plus, as a Millennial, you face unique retirement planning challenges

You're at the forefront of generations who may be solely responsible for their own financial independence as they get older. You are part of what is now the largest generation alive. And, according to the U.S. Census Bureau, you'll probably live a lot longer than today's retirees.

Realistically, retirement planning probably isn't the first thing on your mind right now. By taking small steps today, you can help protect your financial future while still pursuing the goals that matter most to you now.

GET FIT: A 6-Step Retirement Planning Checklist for Millennials

1. **Get started now (if you haven't already).** Retirement savings are designed to grow over time, so the sooner you start, the better. Compounding interest works best when you start early and save consistently. Just a small amount regularly and automatically contributed may add up to a lot over time.
2. **Educate yourself.** Gain the knowledge you need to make informed decisions about retirement investing whether you take a do-it-yourself approach or choose to consult a financial advisor. The more you know, the better able you'll be to develop a strategy that will help you to build the lifestyle in retirement that you desire.
3. **Tackle your spending.** Make wise spending decisions now so you won't have to struggle later. Remember that housing and transportation are two of the biggest costs you'll face over time. Before signing a lease or buying a home or car, think about the long-term costs and how they might impact your financial goals.
4. **Find as much as you can in your budget to invest.** Many financial advisors recommend putting between 4%-9% of pre-tax income into retirement accounts each year, starting at age 25. If you are a high-income earner, contribute even more.
5. **If needed, seek help.** Know what you don't know and ask for help if you need it. A financial advisor can help you to calculate your retirement savings needs and develop a well-defined strategy based on how long you have to invest, your goals for the future and your changing needs. Don't forget to periodically update your strategy as your goals and circumstances will change over time.
6. **Try to increase your contributions over time.** By increasing contributions to your retirement plan or account, you'll help reduce your current taxable income, lower your current tax bill and potentially reach your retirement goals sooner.

Live your life on your terms, now and 40 years from now. If you're not already enrolled in your employer - sponsored retirement plan, don't delay - start building your financial independence today.



RESPOND

Partnering for Campus
Mental Health

Staff and Faculty
RESPOND Training
Friday, January 12th,
8:30-4:30
Xavier Lounge
(registration required)

Saint Joseph College's Counseling Center appreciates how much you care about students. We often hear, "I want to help, but I'm not sure what to do or say." If you would like to learn skills to effectively respond to students (or colleagues) experiencing emotional distress or a mental health crisis, register today for RESPOND.

This eight-hour course will teach you how to recognize signs and symptoms often associated with mental health distress or crisis situations, build comfort and efficacy in reaching out and offering support, and increase knowledge about campus and community resources. You will leave with an action plan to RESPOND effectively.

To register, email your name, department, and contact information to counselingcenter@sjcme.edu
Registration deadline is January 8th.

If you have questions or seek more information, contact Counseling Center's Angie Moorman at amoorman@sjcme.edu or 893-6629 with any questions.

5 Winter Activities That Promote Healthy Living:

The weather outside is frightful and the fire might be delightful but that is no reason to stay inside this winter. Rather than hibernating in your home until the spring, take part in new and exciting activities to keep you active during the cold winter months. Here's how to get the most out of your New Year while reaping the benefits of an active, healthy lifestyle!

Winter weather activities are endless—weather permitting!

In the Northeast, below freezing nights are of abundance while snowflakes are out of sight. Winter activities should not be put on hold if snow fails to fall. When you think the cold has the best of you and you begin to count the days until the warmer months, remember that warmth can be achieved with a few extra layers!

If you are looking for something fun to do this winter, take part in the following activities with the company of friends and family but remember to dress for the cold. Any great activity can become miserable if the cold gets the best of you. Burn calories, relieve stress and enjoy the great outdoors. The winter is almost over, what are you waiting for?

- 1. Take Advantage of Online Offerings:** Make use of special deals and promotions in your area: Do you live close to a small town that you are unfamiliar with or a city with an endless amount of activities? If you have a place of interest in mind that you have yet to visit, venture out and see what you've been missing. Sites like Groupon and Living Social have group discounts and fun activities that can be enjoyed for less. There's nothing better than finding a great deal online!
- 2. Visit State Lands:** If you are looking for a weekend getaway, visit your states department of environmental conservation page. Here you will find a guide to outdoor activities for any time of year. Visiting state lands will ensure a unique trip at an affordable cost. Though each state forest is different, winter activities likely include: skiing, fishing, hunting, dog sledding and miles of trails for cross country skiing and snowmobiling.
- 3. The Winter Equivalent to a Summer Hike:** Cross country skiing and snowshoeing are adventurous activities and are much easier to learn than skiing or snowboarding on a vertical slope. If you are looking for a safe family activity or want to enjoy an adventurous, out-of-the-ordinary date, cross country skiing and snowshoeing are the winter equivalents to a summer hike. The terrain is endless with these two sports and can be done on a snow covered lake or a mountain trail.
- 4. Ice Fishing:** Finding a place to ice fish might be the first obstacle at hand if this is something that interests you. Have no fear! Your states department of environmental conservation website will house a variety of nearby public lakes in surrounding counties along with tips to keep you safe on the ice. Gear up and get ready to catch the big one but don't forget to bring the appropriate fishing license!
- 5. Skating:** Fortunately for those interested in ice skating without waiting for the perfect conditions can find a nearby rink for open skating. Gather a group of friends and play a game of ice hockey. Make sure to dress appropriate for indoor ice skating. Believe it or not, the indoor rink can be just as cold!

Remaining active throughout the year will aid in habits that promote heart health now and in the future.

The Human Resources Department:

Kristine A. Avery
SPHR, SHRM-SCP
AVP & CHRO
PHONE 207-893-7755
kavery@sjcme.edu

Jessica Noonan
SPHR, SHRM-SCP
Director of HR
PHONE 207-893-7752
jnoonan@sjcme.edu

Heidi Jacques
Assistant Director of HR
PHONE 207-893-7756
[hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu)

Jackie Cattabriga '03
HRIS Analyst
PHONE 207-893-7758
jcattabriga@sjcme.edu

Samantha Smith '10
SHRM-CP
HR Generalist
PHONE 207-893-7753
ssmith@sjcme.edu

Linda Quigley
Data Entry Assistant
PHONE 207-893-7780
lquigley@sjcme.edu



Policy Corner:

Long Term Illness:

Purpose:

Long Term Illness is a benefit that provides employees with their standard biweekly pay amount while on an approved leave for their own serious health condition. This benefit is effective on the first day of employment.

Procedure:

Upon the start of an approved leave, eligible employees will receive Long Term Illness pay.

The College supports an employee's time away from work (due to their own serious health condition) so the employee can focus on their health. As a result, access to College computer systems (including but not limited to drives, folders, files, programs, and external websites) will be suspended until the employee receives approval from their physician to return to work.

Email and voicemail will also be suspended and redirected to another member of their department to maintain continuity of College operations.

Copyright:

Faculty, staff, and students of Saint Joseph's College are called both by the mission of the College and the spirit of the Sisters of Mercy to be part of a true community by encouraging respect, courtesy, hospitality, inclusive relationships, collaboration, and integrity. Among the ways in which members of the College community can express this call through their own actions, especially in relation to the core value of integrity, are by respecting intellectual property rights of others and by obeying copyright laws.

The purpose of the Saint Joseph's College Copyright Policy is to provide an overview of United States copyright law as it pertains to the use of copyrighted works in an educational setting and to provide direction to ensure the lawful use of copyrighted materials by faculty, staff, and students. Members of the College community are expected to abide by this policy to ensure that the intellectual property rights of the creators of original works are not infringed upon.

Confidentiality:

Purpose:

To maintain the integrity and protection of confidential information related but not limited to any personally-identifiable employee, student, and parent records, financial records (including social security and credit card numbers), health records; all confidential educational records under FERPA; contracts; research data; alumni and donor records; personnel records other than an individual's own personnel records; College financial data and proprietary information/data; computer passwords, and any other information for which access, use, or disclosure is not authorized by: 1) federal, state, or local law; or 2) College policy or operations.

Procedure:

All employees of the College, including volunteers, will sign a confidentiality agreement.

If you are in receipt of confidential information that is not included in your daily routine, please bring it to the attention of your manager and/or Human Resources.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

*To read more about your responsibility as an SJC employee regarding these policies, please visit the Human Resources page under mySJC and click the "Handbooks and Policies" option in the left column. If you have any questions about any SJC policy, please contact a member of Human Resources team.