



Catherine's List

The E-Team has developed a campus-only internal version of Craigslist — **Catherine's List**— for members of the Saint Joseph's Community to re-sell, re-use, or re-purpose gently used items as part of our ongoing efforts to reduce our environmental footprint and keep perfectly good stuff out of landfills. If you have items that you wish to give away, sell or trade, or are looking for an item from other SJC community members, please visit our site! (Link Below)

There is a link near the top of the page called *Instructions, Terms, and Conditions* that you can click on to learn more about posting.

Give and Take Closet

Visit our new Give & Take Closet – a 'green' initiative – located on the 4th floor of Alford Hall in Room 457! The closet offers office supplies and can be a first stop before ordering anything new. Feel free to leave your unused or gently used office items there for others. Help yourself and help the planet too! (It is always unlocked for your convenience).

Financial Planning - Why do I need it?

Having a professionally prepared financial plan has many advantages. First of all, it can help to soothe the uneasiness in the back of your mind about your financial future. A financial plan can help you balance your everyday needs against your long-term goals and enhance the probability of a secure retirement. What's more, it can introduce you to a means to help achieve a retirement income you cannot outlive, as well as help you plan to create a lasting legacy.

Ingredients in a comprehensive financial plan

A good financial plan deals with the present as well as the future. You start with where you are now – your assets, debts, family obligations. Then it considers your current spending habits, creating a workable budget and maintaining an emergency fund. What are you saving for besides retirement? Your kids' college education? Major home improvements? It also considers the suitability of your investments, which can change over time. Other alternatives are life insurance to help minimize risk, and estate planning to help ensure your assets are distributed according to your wishes.

What a financial plan isn't

When it comes to financial planning, there are many misconceptions. Some people think a comprehensive financial plan must be prohibitively expensive, but with VALIC your plan is complimentary. Others think a financial plan is a set of prefab solutions stamped out by a cookie cutter, which is not the case. Your VALIC financial advisor tailor-fits your plan to your individual situation. Finally, maybe you think you'll create a plan, but nothing will come of it. Again, no. Your financial advisor will help you implement the plan and meet with you annually to check your progress.

Creating your financial plan: What to expect

Every financial plan is unique, but the process to create one has four distinct steps.

1. Develop a clear view of your financial situation today.
2. Determine your financial goals – including a time frame.
3. Create a plan with clear action steps.
4. Implement the plan and follow up to stay on track. As your life changes, maybe your investments should change, too.

Go. Know.

Take Control.

We want to help you get more out of life. Keeping you healthy is a great place to start. So, we want you to Go, Know, and Take Control of your health:

GO to your annual check-up.
KNOW your numbers and how they affect your health.

TAKE CONTROL and put yourself on a path to healthier living.

Why is it important?

Annual well-visit exams allow you to build a trusting and ongoing relationship with your Primary Care Provider (PCP).

Your PCP gains valuable information from tracking your care over time. A PCP who knows your health history, habits and personality can more easily recognize signs that indicate a potential change in your health.

What preventive care services may be indicated?

- Age and Gender Appropriate Screenings
- Hearing and vision screenings
- Depression screening
- Healthy weight/BMI (body mass index) screening
- Immunizations

A healthier YOU begins with an annual check-up. Make the call today to schedule your annual checkup!

Oral Health Update: Dental Professionals Decoded

Your general dentist is just one of the many professionals who can help you maintain a healthy smile. There are a lot of "odontists" out there - from ones who help with appliances like braces to others who specialize in restorations. Here are a few of the most common specialized dentistry professionals:

Endodontists are dentists who specialize in the soft inner tissue of the teeth, called the pulp. Infection of this area can cause tooth sensitivity and intense pain. Endodontists diagnose and treat infected roots and traumatic dental injuries through procedures such as root canals and endodontic surgery.

Orthodontists work to correct teeth and jaws that are positioned improperly by using braces, retainers, spacers, headgear and more. Crooked teeth are harder to keep clean and are more likely to be lost early due to tooth decay and periodontal (gum) disease. Crooked teeth are also misaligned, which can lead to speech problems, jaw pain, unhealthy gums and trouble biting or chewing. Orthodontists can help provide a healthier mouth, a more pleasing appearance and teeth that are more likely to last a lifetime.

Periodontists specialize in the prevention, diagnosis and treatment of periodontal (gum) disease. Periodontal diseases range from simple gum inflammation (gingivitis) to major damage to the soft tissue and bone that support the teeth. Periodontic treatment includes scaling and root planing, gum grafts and dental implants.

Prosthodontists are experts at restoring and/or replacing teeth. Prosthodontists use a variety of techniques such as crowns, bridges, full or partial dentures and dental implants to restore tooth appearance and function following loss or damage.

Pedestrian Safety

With the warm weather upon us, more people begin to walk, run & bike and the roadways become busier. In 2013, 4,735 pedestrians were killed in traffic deaths and more than 156,000 were treated in emergency departments for nonfatal injuries. It is important as a pedestrian and driver to remember these safety tips:

Pedestrians:

- If possible, cross the street at designated walk ways
- Look both ways prior to crossing any street/walkway/side walk/etc.
- Increase visibility at night, wear fluorescent safety wear, carry a flashlight, and do not wear dark clothing
- If a sidewalk is not available, walk on the shoulder of the road facing on-coming traffic, never walk with your back towards on-coming traffic

Drivers:

- Remember, pedestrians have the right of way. Always be aware of their presence, and stop to allow them to cross the roadway
- Avoid distracted driving, do not use your cell phone, iPad, or any other electronic/distracting device
- Never drive while intoxicated, in 2013, 34% of all pedestrians killed in traffic crashes had drivers with a blood alcohol concentration of greater than or equal to 0.08 grams per deciliter

Be Well

Sign up for the 50 Miles of May program that will take place May 1 - May 31st. Your goal is to walk, jog, bike or swim 50 miles throughout the month of May. This program is done on your own time and we encourage staff and faculty members who work on and off campus to participate! CIGNA members will earn 25 points for completing the program. If you would like to sign up and receive a tracker please email wellness@sjcme.edu

Mark your calendar for the 7th annual Monks 5K fun walk/run held on May 4th at Noon. This is a great community event that will have a new course. If you would like to sign up please use the link below.

Updating Your Emergency Contact Information

It is extremely important that your emergency contact information with the college be accurate and up-to-date. This information is kept confidential and will be accessed by the HR staff only in an emergency situation. You may list a parent, family member, spouse or other trusted individual as your contact.

We ask that you take a few minutes in the next week to review your current contact information in ADP and update if necessary. This is something that should be done on a regular basis and so going forward we will provide an annual reminder!

A Look Back at Open Enrollment:

Open Enrollment was held in December for the 2017 calendar year. During that time, Saint Joseph's College introduced the Bright Choices/Liazon online marketplace for the selection of 18 benefit offerings with a defined contribution concept. In early 2017, following the close of Open Enrollment, Liazon conducted a survey of those benefit-eligible employees who elected benefits. We would like to share the highlights of those results with you.

At the time of the survey, 325 employees were benefit-eligible, with 323 employees enrolled in some type of plan offered. Seventy seven (77) employees responded to the survey, which is 24% of those who elected benefits. The survey results were compared to all other companies that are using the Bright Choices online marketplace.

The survey was comprised of many questions regarding the marketplace experience. The three most noteworthy were:

- Overall satisfaction with the marketplace - Saint Joseph's College scored 91% (compared to 95% of all other companies using the online marketplace)
- Satisfied with shopping and enrollment experience – Saint Joseph's College scored 90% (compared to 95% of all other companies using the online marketplace)
- Satisfied with the variety of choices available – Saint Joseph's College scored 81% (compared to 93% of all other companies using the online marketplace)

The complete survey results can be viewed at www.sjcme.edu/mysjc/human-resources/benefit-enrollment/ under Common Forms & Links. If you have any questions regarding the survey results, please reach out to a member of the HR Team.



Employee Assistance Program:

The Employee Assistance Program offered through CIGNA provides a multitude of options. You can take advantage of Face-to-Face

Assistance or Full-Service Work/Life Support. For more information, please visit our website:

<http://www.sjcme.edu/hr/EmployeeAssistance>

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Policy Update: Use of Drugs and Alcohol

Saint Joseph's College commits to providing a drug-free, healthy, safe, and secure work environment. Use or abuse of alcohol or any other drug in a manner that affects or impairs an individual's ability to carry out their job responsibilities is prohibited. The College has no intention of intruding into the private lives of its employees; however, it does retain the right and responsibility to expect faculty and staff to conduct themselves in a manner that will not jeopardize the health and safety of others.

Policy Update: Drug-Free Schools and Workplace

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace at Saint Joseph's College. This prohibition is a condition of employment with Saint Joseph's College. Violations of this policy will result in disciplinary action up to, and including termination of employment.

Employees must report any conviction under a criminal drug statute for violations occurring on the College campus within 5 days.

The College recognizes alcohol and drug abuse as treatable health problems that should receive the same consideration and offer of assistance extended to employees having any other health problem. The employee's ability to perform his/her employment responsibilities will be determined on an individual basis.

The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace; to maintaining information on available drug counseling, rehabilitation and to uphold the College's policy of maintaining a drug-free workplace.

The College shall make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

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