

## 2017 Performance Assessments

Human Resources will launch an enhanced FY17 Annual Performance Assessment Tool in ADP Workforce Now for staff reviews on July 10, 2017. Managers and employees will document job performance for the time period of July 1, 2016-June 30, 2017. The annual review period will be in effect for a maximum of 90 days beginning on July 10, 2017 and ending on October 6, 2017. All staff are expected to receive an annual review with the exception of those in their adaption period.

This year's enhancements include combining the eight performance standards into one question, "people" managers receiving additional areas of assessment, and formal goal setting for FY18!

Performance assessments will continue to incorporate job descriptions in the annual review. Current job descriptions are posted on the campus shared S: drive (S:\Human Resources\JOB DESCRIPTIONS) for both Managers and Employees to access. As part of this process, Managers and Employees should review the position job description and determine if revisions are

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## The Cost of Borrowing From Your Retirement Account

When planning for your financial future, it's crucial to account for those little expenses that sometimes blindsides you - like medical expenses or car repairs. Sometimes those little expenses turn into big expenses and you need a little more to cover the cost. Maybe you want to buy a house and need a large chunk of change for a down payment. Perhaps you lost your job and need some cash to cover expenses until you can get back on your feet. It can be tempting - if you need a lot of cash - to look at all the money in your retirement plan for a low interest loan. But before you decide to dip into your account, there are a few things you should know.

**Take a loan or make a withdrawal?** Retirement accounts were created to help you save money over a long period of time to use when you retire. Taking money out before retirement can affect how much you'll have later on. There are basically two ways you can get money out of your employer-sponsored retirement savings plan - take a loan, or withdraw the funds. If your plan allows for tax-free loans, you can access your account - subject to certain conditions - without permanently reducing your account balance. On the other hand, if you make a withdrawal, you are not required to return that amount to your plan. It does automatically get taxed, and you could also be charged a 10% federal early withdrawal penalty if you're under the age of 59½. But let's take a look at the biggest reason to think long and hard before you decide you absolutely need to take some funds out of your retirement savings.

**The long-term effect:** Withdrawing money from your retirement account reduces the assets in your portfolio and your potential earnings. Withdrawing money from your plan could increase the risk of running out of money during retirement. Withdrawals are subject to ordinary income tax. Federal restrictions and a tax penalty might apply to early withdrawals. Taking a loan or making a withdrawal from your retirement account should only be done as an absolute necessity. Talk to your VALIC financial advisor to determine which option is best for you.



necessary for the job duties performed during the review period (7/1/16 - 6/30/17).

Please contact Heidi Jacques ([hjacques@sicme.edu](mailto:hjacques@sicme.edu)) in Human Resources if revisions are necessary.

To assist Managers and Employees with writing a meaningful performance assessment and goal setting, HR will host training sessions in the months of July and August. Dates and times will be communicated in a separate notice.

## Be Well

Any diagnosis of cancer can be frightening - including skin cancer, the most commonly diagnosed cancer in the United States. However, skin cancer accounts for less than 1 percent of all cancer deaths; 85% to 95% of all cases are cured. Prevention and early detection are the most important weapons in the battle against skin cancer. Here are a few tips:

- Avoid exposure to the midday sun, when your shadow is the shortest (from 10 am to 3 pm).
- Wear protective clothing, such as sun hats and long sleeves, to block out the sun's harmful rays.
- Use sunscreen with a sun protection factor (SPF) of at least 15, reapplying frequently. But be careful not to let sunscreen encourage you to spend even more time in the sun.
- Do a simple skin self-exam regularly for anything unusual, like a change in the size, texture, or color of a mole, or a sore that does not heal.

## Go Green with Northeast Delta Dental's Benefit Lookup Site!

Northeast Delta Dental strives to give you the best experience possible, including investments in technology to give you access to the information and tools you need, all while helping reduce paper waste and our carbon footprint.

Now, with the Northeast Delta Dental Benefit Lookup site, you can enjoy 24/7 access to your benefit claim information, print additional identification cards, read your benefit booklet and Explanation of Benefits (EOB), download our mobile app, register for the health through Oral Wellness<sup>®</sup> (HOW<sup>®</sup>) program, and so much more - *all when it's convenient for you!*

### Registration is simple:

1. Go to **NortheastDeltaDental.com** and click on **PATIENTS**
2. Click on **REGISTER HERE** under Benefit Lookup login
3. Complete the three-step registration process

**Note:** You will need your Subscriber ID number (found on your ID card or by calling Customer Service at 1-800-832-5700

Visit Northeast Delta Dental's website at [northeastdeltadental.com](http://northeastdeltadental.com) for helpful information.

## Returning Veteran Support

If you or a member of your family is returning from service, your Cigna Employee Assistance Program (EAP) can help with the challenges of adjusting to civilian life. And it's all offered by the College at no cost to you.

EAP specialists can provide support to veterans, their family (any household members of the employee) and their employer.

**Call us (Cigna) anytime, any day.** Our dedicated staff of personal advocates can get you the information you need and guide you toward the right solution. We can

- Assess your needs and work with you to find a solution
- Get you the help you need when you're in a crisis situation
- Direct you to a variety of helpful resources online and in your community

Get qualified referrals in your area and online for a wide range of services and information, including: adjusting to the workplace, post-traumatic stress disorder, suicide awareness, military family support, dealing with loss in a military family, financial and legal consultation\*

No matter your situation, chances are we can help you find a solution. Check out our wide range of educational materials to help you with any work or life challenge that comes your way, and contact us when you need a hand. We're here to help.

We're here to listen. Contact us any day, anytime.

Call 888-371-1125  
Or log in to [Cignabehavioral.com](http://Cignabehavioral.com)  
Have your employer ID handy: sjcme

\*Based on the level of work/life services purchased, not available to all participants

## Be Well

The American Red Cross is offering on July 17<sup>th</sup> an Adult-Child-Pediatric CPR and First Aid Certification course. This is a blended course including online pre-work in advance of the class and hands on practice in the class. This course trains participants to respond to emergencies in their communities, workplaces and homes. Participants will learn to respond and care for:

- unconscious victims
- breathing emergencies
- sudden illness
- bleeding, and more

Through guided instruction and hands-on practice with a certified instructor, participants will gain confidence in caring for adults, children and infants. After completing all requirements of the course, participants will receive an American Red Cross adult, child, and infant CPR certification valid for two years, AED certification, and first aid certification valid for two years.

The class will take place on July 17<sup>th</sup> from 6-8pm in the Alford Center classroom (HA1). To register go to [www.sjcme.edu/aquatics](http://www.sjcme.edu/aquatics) and enter SJCRATE to get the discounted price.



**American  
Red Cross**

### Why Men Should Take Better Care Of Their Smiles

The men in our lives are important to us - which is why we should remind them how essential it is to take good care of their grins. Certain lifestyle choices and habits may put men at a disadvantage when it comes to oral health, but smiles are important - so their oral health care should be, too.

A nice smile requires good oral health care, which many men could improve upon. In fact, just 69 percent of men brush their teeth the recommended two times a day, and 59 percent of men skip a brushing session at least once a month. Regular dental checkups also help keep your smile in tip-top shape - yet only 63 percent of men visit the dentist at least once a year. Brush up, guys - your breath and smile will thank you!

Here are some other tips to help improve your smile so you can make great first impressions:

- **Brush twice daily and floss at least once a day** to help prevent tooth decay and bad breath.
- **Get screened for gum disease at regular dental visits.** Research shows periodontal (gum) disease is higher in men (56.4 percent) than in women (38.4 percent).
- **Eat healthy foods.** Cavity-causing sugar can hide in unsuspecting foods that are high in carbs, such as pretzels and chips. Choose to snack on fruits and veggies instead.
- **Avoid using your teeth as tools.** Opening bottles and bags of chips with your teeth is a no-no and can result in dental injuries.
- **Stop using tobacco.** Smoking and chewing can lead to oral cancer. And oral cancers are more than twice as common in men as in women.

We care about the men in our lives - so encourage them to be healthy by caring for their smiles, too.



## A Positive Path to Mindful Living

Mindful living is about living in the moment, slowing down and paying attention to your mind and body. Research suggests that mindful living may help people manage stress, cope better with serious illness, and reduce anxiety and depression. You can incorporate mindfulness into your day - starting today - with these simple tips.

- Breathe: pause a few times during your day to focus on your breath. Let your shoulders relax.

- Slow down: listen, feel, smell, taste, and see the world around you instead of rushing through each moment.

- Listen to your body: being mindful means taking care of yourself and noticing how your body feels today.

- Let go: if you feel stressed about things that are out of your control, try to let them go. There's no value in regretting the past or worrying about something before it happens.

- Make meaningful connections: meet new people with an open mind. Spend time nurturing your relationships and listen for wisdom others may share with you.

- Express gratitude: Acknowledge a few things you're thankful for -big or small - every day.



## How to Avoid Dehydration

### What is dehydration?

Dehydration is the harmful reduction in the amount of water in the body.

### Tips to Avoid Dehydration:

1. Drink Lots of Water!
  - By the time you feel thirsty you are already dehydrated
2. Dress for the Weather
  - Wear light colored, loose clothing on days it is projected to be very warm
3. Water Load When Needed
  - If you're going to participate in a strenuous activity, drink up beforehand (water loading).
4. Keep an Eye Open for Symptoms of Dehydration
  - Thirst
  - Dizzy/light headed
  - Dry/sticky mouth
  - Headache
  - Nausea/Vomiting
  - Producing less urine/dark colored urine
  - Feeling hot
5. Take Breaks When You Show Signs of Dehydration
  - If you experience any of the symptoms above, rest in a cool area, and sip some cold water.
6. Use Wet Towels or a Water Mist on the Skin to Aid Cooling
  - But remember, it's not the water you get on you it's the water you get in you that counts!
7. Avoid Any Intentional Dehydration
  - Do not over exert yourself on days that are projected to be very hot
8. Treat Heat Strokes as an Emergency
  - If a severe change in mental status, unconsciousness, or a body temperature above 102 degrees occurs call 911 or seek medical attention immediately.





## 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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## Payroll Reminder

We have many employees that work in multiple departments. It is important when approving timecards that managers only approve those hours worked in their department. Please be sure that employees are paid accurately from the appropriate department. If you have any questions, or something doesn't look quite right on a timecard, please contact Michelle Scribner at [mscribner@sjcme.edu](mailto:mscribner@sjcme.edu) or x7738.

## Policy Update: Whistleblower Policy

**Policy:** If an employee has knowledge of or a concern of any illegal, dishonest, or fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources.

Whistleblower protections focus on two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

The College will not retaliate against a whistleblower who has, in good faith, a reasonable belief of a violation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing by the "whistleblower" that might be uncovered in the investigation. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

\*To read more about your responsibility as an SJC employee regarding this policy, 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.