



## CIGNA EAP - Take advantage of a wide range of services and referrals offered at no cost to you!

As an employee you have access to the valuable Cigna Employee Assistance Program (EAP) at no cost to you!

**3 face-to-face counseling 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.

**Identity theft:** 60-minute consultation with a fraud resolution specialist.

**Referrals are available for a variety of topics, including the following:**

**Parenting:** Search for childcare providers, before and after school programs, camps, adoption organizations, child development, prenatal care and more.

**Eldercare:** Find options for home health agencies, assisted living facilities, social and recreational programs and long-distance caregiving.

**Pet care:** Search for pet sitting, obedience training, veterinarians and pet stores.

Contact CIGNA EAP any day, anytime.

Call 888.371.1125

Or log in to  
CignaBehavioral.com  
Employer ID: [sjcme](#)

## Employees can fight back against headaches!

Nearly **one in two adults** experienced a headache at least once in the last year. Headaches can **interfere with workday productivity and quality of life** for many people!

### Pinpoint the Pain - Four Headache Types:

1. **Tension headaches** may feel like a tight band wrapped around your head. They are the most common type of headache and may be caused by emotions, tension or stress. Headache help: Tension headaches can often be treated with over-the-counter pain medications.
2. **Migraine headaches** can cause intense, throbbing pain that lasts for hours or even days. You may also have nausea, vomiting and extreme sensitivity to light and sound. Migraines affect 10% of people worldwide and are more common in women than in men. Headache help: If you feel the symptoms of a migraine coming on, rest in a quiet, dark room. A hot or cold compress on the forehead can help, too. If home remedies don't work, talk to your doctor about other treatments.
3. **Chronic headaches** may be a sign of other health problems, so it's important to get checked out. Headaches are considered chronic when they occur more than 15 days a month for several months. In some cases, chronic "rebound" headaches may be caused by taking too much pain medication. Headache help: If you experience chronic headaches, your doctor may run tests and examine you for signs of illness or other health conditions.
4. **Cluster headaches** are painful headaches that come in clusters or cycles. They occur as an intense pain centering around one eye on one side of the head. Cluster headaches are rare, affecting less than 1% of the population, mostly men. Headache help: A doctor may prescribe preventive medication for cluster headaches.

### Help find the cause of the pain

Keeping a headache diary can offer important clues to what may be triggering your headaches. Jot down the date and time of each headache. Take note of your diet, activities, stress, pain medications and other details. Bring it with you to discuss with your doctor.

### \*Seek medical care right away if:

- Your headache is sudden and severe
- You have a fever, stiff neck, confusion, seizure, double vision, weakness, numbness or difficulty speaking
- You had a head injury
- Your headache gets worse even with rest and pain medication



## VALIC Onsite Sessions

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

Appointments are available on the following dates:

October 10th and 26<sup>th</sup>  
November 8th and 27<sup>th</sup>  
December 4th and 18th

Please use the scheduler link below to book your appointment.



## SJC's Campus Wide Sustainable Purchasing Principles

The purpose of the Sustainable Purchasing Principles is to align with the College's Strategic Plan specifically "stewarding our campus environment", to advance the goals of the Climate Action and Sustainability Plan, and increase awareness and utilization for education and adoption of the principles.

To read more, please visit the MySJC Dashboard Quick Links section and click on SJC Sustainable Purchasing Principles.

## Valic's FutureFit University!

FutureFit University is a digital education program provided to VALIC participants and their families. Whether you're teaching your grade-schooler about the power of saving or helping your new college grad learn how to create a budget, FutureFit University offers a series of interactive courses designed to educate and engage learners of all ages. Powered by EverFi, the nation's leader in critical skills education, FutureFit University teaches important personal finance skills and concepts and helps to encourage meaningful conversations about money within your family. Log onto VALIC.com for more information.

## Payroll Reminders

### Tips for Time Cards!

1. If approving time cards from off campus, please use the VPN access. If you do not, you will receive an error message. VPN access is requested through IT with the support of your manager.
2. Make sure you are approving **time off** requests within the pay period that they occur.
3. When approving time cards, be careful to approve hours only for your department. This is especially important with student time cards as they can work in multiple departments!
4. If there is a holiday, the time card needs to be approved for both salary and hourly employees.
5. If you are not sure about a time card, something doesn't look right, hours that are not yours show up, or the employee is not yours please contact Michelle Scribner at ext. 7738 or [mscribner@sjcme.edu](mailto:mscribner@sjcme.edu) for assistance.

## Be Well!

October is *Breast Cancer Awareness Month*. Early detection is an important factor in the success of breast cancer treatment. The earlier breast cancer is detected, the more easily and successfully it can be treated. You can find out your personal risk level at [www.cancer.gov/bcrisktool](http://www.cancer.gov/bcrisktool). Campus Recreation will offer different programs throughout October to raise awareness about Breast Cancer. More information will be available soon!

Looking to get CPR/AED and First Aid Certified through the American Red Cross? The next class on campus is October 29th from 6pm-8pm. It is a blended learning course that combines online learning with on-site sessions, allowing you to practice skills and demonstrate competency. Participants will learn to respond and care for unconscious victims, breathing emergencies, sudden illness, bleeding and more. *SJC members get a discount and you can register at [www.sjcme.edu/aquatics](http://www.sjcme.edu/aquatics).*

The Fall fitness classes are in full swing! We have multiple types of classes that will accommodate your needs towards a healthier lifestyle. Whether it is a low impact stress relieving yoga class or an upbeat intense circuit, we have a class for you! Most of our classes occur several times per week; find one that fits your schedule and head to the Alford Center for a fun-filled total body workout! For a complete schedule go to [www.sjcme.edu/wellness](http://www.sjcme.edu/wellness).

## Ergonomics

Do you have questions about ergonomics or need an ergonomics evaluation? Contact Jessica Noonan at extension 7752 or at [jnoonan@sjcme.edu](mailto:jnoonan@sjcme.edu).

**Tip of the Month:** If you consistently work at a desk, stand up and take a stretch or walking break at least once an hour.

## The Human Resources Department:

Kristine A. Avery  
SPHR, SHRM-SCP  
AVP & CHRO  
PHONE 207-893-7755  
[kavery@sjcme.edu](mailto:kavery@sjcme.edu)

Jessica Noonan  
SPHR, SHRM-SCP  
Director of HR  
PHONE 207-893-7752  
[jnoonan@sjcme.edu](mailto: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](mailto:jcattabriga@sjcme.edu)

Samantha Smith '10  
SHRM-CP  
HR Generalist  
PHONE 207-893-7753  
[ssmith@sjcme.edu](mailto:ssmith@sjcme.edu)

Linda Quigley  
Data Entry Assistant  
PHONE 207-893-7780  
[lquigley@sjcme.edu](mailto:lquigley@sjcme.edu)

## Policy Reminders: Title IX - Sexual Discrimination, Harassment and Misconduct

### The Title IX Policy

Saint Joseph's College is committed to providing a community in which the learning, working and living environment reflect our Core Values. This environment is free from all forms of gender-based discrimination or harassment because such behavior violates an individual's fundamental rights and personal dignity. Saint Joseph's College considers gender-based discrimination to be a serious offense and has zero tolerance. This policy covers all forms of gender-based discrimination and harassment connected to the college, whether the matter involves students, faculty, staff, volunteers, visitors/guests, or external constituents (vendors, etc.). This policy also applies to sexual misconduct, including sexual assault, stalking, sexual exploitation, intimate relationship violence and domestic violence by students, faculty, staff, or visitors/guests of the college.

In compliance with Title IX of the Education Amendments of 1972 and other federal, state and local equal opportunity laws and in accordance with our values, the College has developed these policies and procedures that prohibit gender-based discrimination in all of its forms. The policies and procedures have been developed to affirm our commitment and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

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.

