

NDMU HR Newsletter

January 2018



FREE Pure Barre classes at NDMU

12:00–12:50 p.m. in the Dance Studio

January 31st
February 28th
March 21st
April 18th
May 9th

Instructor:
Ellen O'Brien

Contact:
Stephanie at schervenkov@ndm.edu



Pure Barre Roland Park

667-209-1087 | rolandpark@purebarre.com | www.purebarre.com/md-rolandpark



January is National Stalking Awareness Month

What is stalking?

While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking is serious, often violent, and can escalate over time.

Some things stalkers do:

Follow you and show up wherever you are.

Send unwanted gifts, letters, cards, or e-mails.

Damage your home, car, or other property.

Monitor your phone calls or computer use.

Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.

Drive by or hang out at your home, school, or work.

Threaten to hurt you, your family, friends, or pets.

Find out about you by using public records or online search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.

Posting information or spreading rumors about you on the Internet, in a public place, or by word of mouth.

Other actions that control, track, or frighten you.

Click [here](#) for more information.

Employee Discount Reminders:

- **On-site Nursery School/Kindergarten**- A 25% discount is offered to dependents of University employees enrolled at A Child's Place, our on-site nursery school/kindergarten for children 3 to 6 years old.

-**On-site Summer Camps**- A 25% discount is offered to dependents of University employees enrolled at A Child's Place Summer Camp for 3-6 year olds, and also at Camp Notre Dame for 5-11 year olds.



HEALTHY GATOR



Mon	Tue	Wed	Thu	Fri
Monday Mile Club 11:30am Personal Training 12pm-1pm YogaWorks 5pm-6pm	YogaWorks 12-1pm	Personal Training 12pm-1pm Spin 6pm	YogaWorks 12-1pm Spin 6pm	Personal Training 12pm-1pm

*Wellness classes will start on January 22nd. Monday Mile will continue throughout the month of January.

January Birthdays!

1st	Jessica Romberger, Conference Services
2nd	Sandra Kerner, School of Education
4th	Luz Caceda, Institutional Research
5th	Donna Jenkins, Academic Affairs Min Kwon, School of Pharmacy
6th	Brittany Howard, School of Nursing
7th	Warren Szelistowski, Information Technology
8th	Deonte Thompson, Registrar's Office Jerry Winston, Information Technology
10th	Web Brown, Engineering Maintenance
14th	Pat Bell, Biology Department
15th	Nicole Myers, Information Technology
16th	Christina Miele, School of Pharmacy
20th	Melody Seitz, School of Nursing
21st	Jocelyn McKeon, Chemistry Department Henrietta Wiley, Religious Studies
24th	Sarah Holman, School of Pharmacy Jeanette Quinn, School of Education
26th	Kelly Harrison, Facilities Management
27th	Destiny Guerrero, Financial Aid Hang Kyo Lim, Biology Department Douglas Wannall, Information Technology
30th	S. Frederick Mary Maisel, Development Research

HR Reminders:

- W2's will be arriving by the end of January.
- The 403B 2% match will begin on January 11th.
- Tuition Remission forms for Spring 2018 are due by January 31st- all forms **must** include registration payment receipt and class registration form!
- Maintain, Don't Gain Challenge ends on January 5th, turn in all tracking sheets to Stephanie at schervenkov@ndm.edu.

Healthy Meal of the Month:

Ravioli & Vegetable Soup



Click [here](#) for the recipe.

Over \$150,000 in Scholarships Available!

- ▶ One \$3,000 college scholarship is available to every high school within our field of membership.*
- ▶ Applications are at all FFFCU branches, all Baltimore and Carroll County public high schools, and on our website.



DEADLINE IS FEBRUARY 1, 2018.

For more information or to download an application visit www.firstfinancial.org

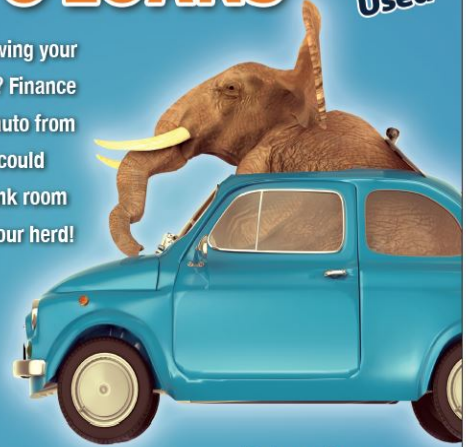
*Graduating seniors who are FFFCU members but do not attend a Baltimore County, Carroll County, or private high school within our field of membership are still eligible to apply and win. These students should submit their application directly to FFFCU, c/o Scholarship Committee, 1215 York Road, Lutherville, MD 21093 or submit to any First Financial office by February 1, 2018. First Financial's employees, volunteers, and their family members are ineligible to apply.



Need More Trunk Room? **AUTO LOANS**

New & Used

Are you outgrowing your current vehicle? Finance a new or used auto from FFFCU and you could afford more trunk room AND room for your herd!



Rates as low as

2.00% APR¹



¹Annual percentage rate (APR) based on product, vehicle model year, credit score, loan amount, loan to value, and term. Rate shown includes 5-Star Member discount. Rates, terms and conditions are subject to change without notice. Maximum loan to value 125%. Eligible on model years 2014 and newer. Motorcycles excluded.

For more information, contact our Loan Call Center at 410-321-6060, option 4.

MONDAY MILE CLUB

START TIME: Mondays at 11:30 a.m.

END TIME: TBD

MEETING PLACE: Rice Hall

Open to the whole campus (students, faculty, staff)

LENGTH OF TIME: Walking time will be 30 minutes.

All participants are able to buy a discounted lunch for \$4 in Doyle Dining Hall every Monday that they participate.

*If there is inclement weather or it is too cold outside, we will have the Monday Mile indoors!

START THE NEW YEAR RIGHT!



COMING SOON



GATOR ALLEY SPRING '18



employee assistance



ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

Confidential and professional assessment and referral services for employees and their family members

EAP and Work-Life Benefits:

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 5 Sessions of Professional Assessment* for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- *Affinity*™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

*3 Sessions per Six Months for California Employees

Additional Questions?

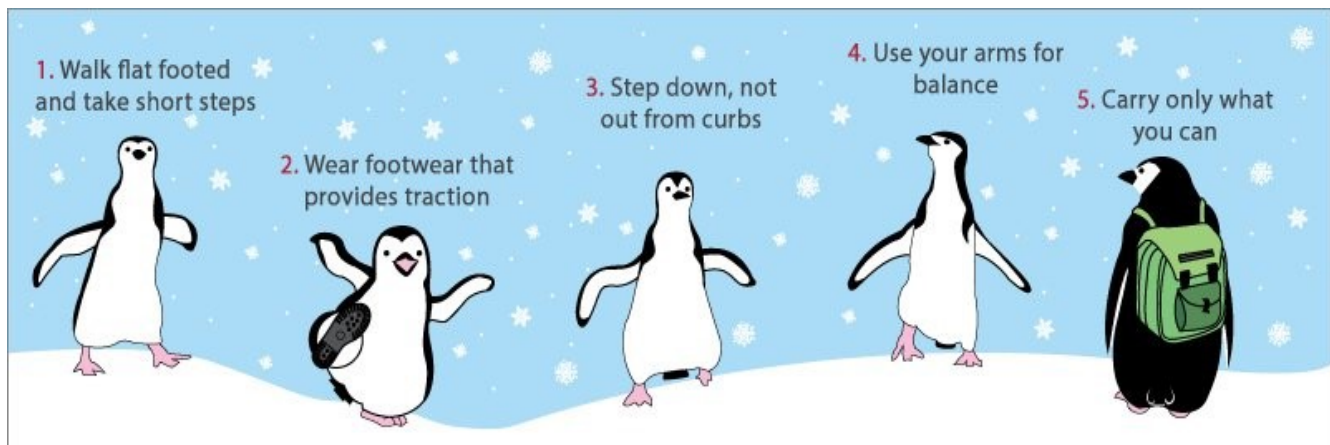
Contact Human Resources or contact ACI Specialty Benefits toll-free at

855-RSL-HELP
(855-775-4357)
rsli@acieap.com
<http://rsli.acieap.com>



RELIANCE STANDARD
A MEMBER OF THE TOKIO MARINE GROUP

Remember to **stay safe in icy conditions** and follow the penguin's directions!



INJURED ON THE JOB? HERE'S WHAT TO DO

***YOU MUST REPORT ALL INJURIES, NO MATTER HOW SMALL
WITHIN 48 HOURS OF THE INJURY!***

1. Report the incident to *Public Safety* at ext. 5360 and to *your immediate supervisor*.
2. If it requires more than a band aid or ice pack, **SEEK MEDICAL ATTENTION!** Your options are:
 - a. Your primary care physician
 - b. Urgent Care facility – i.e., Patient First or Concentra
 - c. Hospital Emergency Room
 - d. **Remember to report your injury as a Workers Compensation case – you are NOT responsible for payment. NDMU Workers Compensation insurance is with Traveler's policy #UB8J333516**
3. Contact Human Resources
 - a. HR will complete a First Report of Injury form that you will need to verify and sign
 - b. HR will contact our Workers Compensation carrier to file a claim
 - c. You are responsible for sending all medical reports from your visits to HR
 - d. HR will contact you periodically while you are out
4. NDMU's Workers Compensation carrier will call you to follow up on your care
5. You need to provide HR a Return to Work note from the doctor *before* you come back

If you or the medical provider has any questions, please contact Shannon Raum, Human Resources Operations Manager, at 410-532-5885.