



HR Newsletter

JANUARY 2019

January Birthdays!

- | | | | |
|------------------|--|------------------|---|
| 1 st | Jessica Wood, <i>conference services</i> | 16 th | Christina Miele, <i>school of pharmacy</i> |
| 2 nd | Sandra Kerner, <i>SMHEC</i> | 21 st | Jocelyn McKeon, <i>chemistry department</i> |
| 4 th | Luz Caceda, <i>institutional research</i> | 24 th | Sarah Holman, <i>school of pharmacy</i>
Jeanette Quinn, <i>school of education</i> |
| 5 th | Donna Jenkins, <i>provost office</i> | 26 th | Kelly Harrison, <i>grounds keeping</i> |
| 6 th | Brittany Lawson, <i>school of nursing</i> | 27 th | Destiny Guerrero, <i>financial aid</i>
Diane Lehman, <i>school of nursing</i> |
| 7 th | Warren Szelistowski, <i>information technology</i> | | Hang Kyo Lim, <i>biology department</i> |
| 8 th | Jerry Winston, <i>registrar's office</i> | | Doug Wannall, <i>information technology</i> |
| 10 th | William Brown, <i>facilities management</i> | 29 th | Rhett Phillips, <i>information technology</i> |
| 13 th | Susan Coulson, <i>academic affairs</i> | | |
| 15 th | Nicole Myers, <i>information technology</i> | | |

Important Dates for January

- 1st New Year's Day – CLOSED
- 2nd – 19th Winterim Classes in session
- 11th Spring Tuition Remission forms DUE
- 17th Building Bridges Across Maryland Session 5
- 21st M.L. King Jr. Day – CLOSED

For more information, please visit www.ndm.edu/human-resources



PARTNERS IN MISSION

President Marylou Yam cordially invites you to a Eucharistic Liturgy followed by a Recognition Celebration and Dessert Reception celebrating all Partners in Mission marking anniversaries of service.

Thursday, May 9, 2019

10:30 a.m. Eucharistic Liturgy
Marikle Chapel of the Annunciation
All are invited to attend.

1 p.m. Recognition Celebration & Dessert Reception
Doyle Formal
All are invited to attend.

Healthy Meal of the Month: Three-Bean Vegetarian Chili



Click [here](#) for the recipe.



"IN UNITY IS OUR STRENGTH."
BLESSED THERESA, SSND FOUNDRESS



Payroll Highlights

- ◇ **New Payroll Coordinator**—Maria Ayres! If you haven't met her, stop by Theresa Hall 208 to say hello.
- ◇ **W-2's**—Your annual W-2 will be available to you no later than January 31st. HR will send out the paper W-2's as soon as we receive them—you can also go online to ADP to get an electronic copy.

Employee Discounts

- **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.
- **Brick Bodies** – A discounted membership rate is available to all employees. Contact Brianna Lawson at Brianna.lawson@brickbodies.com for more info!

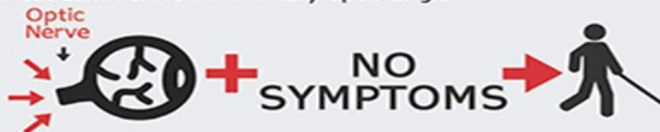
January is National Glaucoma Awareness Month

Glaucoma

What is it?

Glaucoma is a group of diseases that can damage the optic nerve. There are often no symptoms in its early stages. Left untreated, it can lead to vision loss & blindness.

Most common form: Primary open-angle



What are the numbers?

2.7 million people in the U.S. have **glaucoma**



By **2030**, **4.2 million people** in the U.S. will have **glaucoma**



Who's at higher risk?

African Americans 40+

Everyone 60+ especially **Mexican Americans**

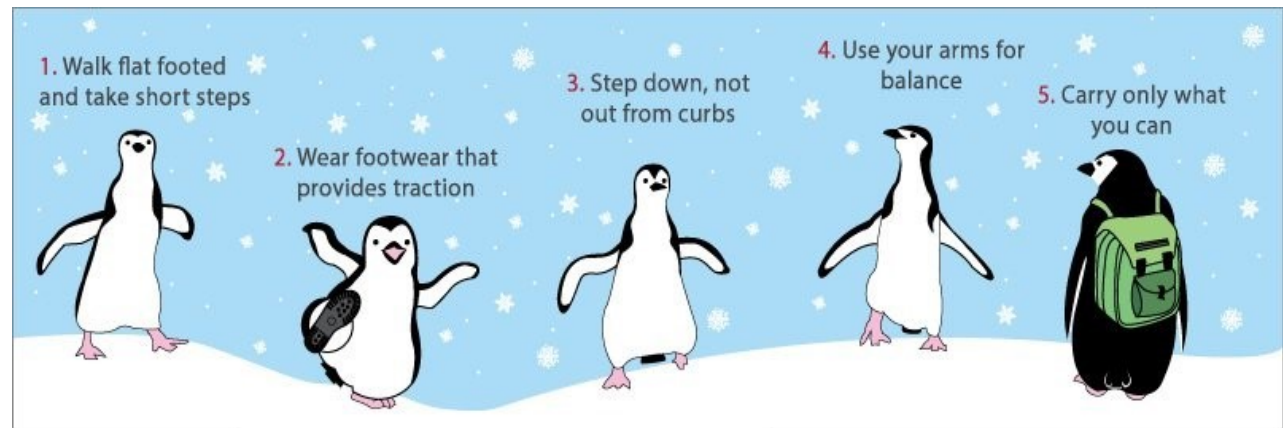
 **with a Family history of glaucoma**

What to do?



Get a comprehensive dilated eye exam every 1-2 years

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 collect all relevant details needed for the claim
 - 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, Assistant Director of Human Resources, at 410-532-5885.