



HR Newsletter

JUNE 2021

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Please Help Us Welcome Our New Partners in Mission:

Ryan Chesley, *groundskeeper*

Ted Brown, *plumber*

Margie Carney, *senior director of annual giving*

Melissa Stumpf, *procurement specialist*

Danielle Phillips, *procurement specialist*

Damita McDonald, *senior director of university communications*

Don't Forget—First Financial Federal Credit Union will be presenting a workshop on Savings & Investment Strategies on June 29th—RSVP to klitz@ndm.edu

June Birthdays!

3rd	Jennifer Kinniff, <i>LNDL</i>
4th	Jeannie Anastasi, <i>school of nursing</i>
5th	Cleo Margetas, <i>registrar's office</i>
	Jennie Ray, <i>LNDL</i>
7th	Darren Carter, <i>public safety</i>
8th	Suzan Harkness, <i>academic affairs</i>
9th	Cecelia Crowell, <i>a child's place</i>
	Alexandra DeJohn, <i>alumnae/alumni relations</i>
11th	Arnelle Quashie, <i>accessibility & health promotion</i>
14th	Rachel Camponeschi, <i>marketing</i>

15th	Jaclyn Whitley, <i>school of pharmacy</i>
18th	Zach Gahs Buccheri, <i>LNDL</i>
	Danielle Johnson, <i>LNDL</i>
19th	Jennifer Bailey, <i>school of pharmacy</i>
	Leah Inger, <i>music department</i>
20th	Varvara Sheliga, <i>information technology</i>
23rd	Caroline Mahle, <i>business & economics department</i>
29th	Jack Goble, <i>physicians assistant program</i>
30th	Kaitlin Pillion, <i>college nurse</i>

Return to Campus

Beginning on Monday, June 14, 2021, the University will resume its normal on-campus operations with all employees (excluding 10-month faculty off contract) returning to campus.

Additionally, NDMU hopes to offer you some flexibility with your time this summer. Beginning Friday, June 25, 2021 through Friday, July 30, 2021, the University will implement “Summer Friday Off” and close administrative offices.

Some employees may need to report on Fridays to fulfill academic, advancement, enrollment, or other essential services

GET VACCINATED!

Four Reasons Why You Should Get the COVID-19 Vaccines:

- **IT'S SAFE!** The Food and Drug Administration (FDA) will only approve vaccines under the emergency use authorization condition that have safety data and that meet or exceed the minimum efficacy thresholds.
- **IT'S EFFECTIVE!** COVID-19 vaccines are the most effective way to prevent getting seriously ill if you get the virus. And some new data, suggest that may prevent getting COVID-19 virus.
- **IT'S FREE!** Providers and pharmacies must vaccinate persons regardless of their ability to pay. Pharmacies are able to charge an administration fee, though this fee is billed to your insurance and none is charged on you.
- **HELP STOP THE PANDEMIC!** Getting the COVID-19 Vaccine, continue wearing your mask (for now), and keep the six feet distance, will help to stop the COVID-19 pandemic.

8 Dimensions of Wellness



EMOTIONAL



SPIRITUAL



INTELLECTUAL



PHYSICAL



ENVIRONMENTAL



FINANCIAL



OCCUPATIONAL



SOCIAL

Let's Talk Wellness!

Are you missing the wellness activities?
Help us plan our wellness activities for the year!

Email sraum1@ndm.edu with what you would like to see in our programming.

Below are some options but suggestions are welcome!

Options:

1. Webinars and Workshops—individual sessions or 4-series MasterClass Series on topics like Nutrition, Life, Mind, Health, Work, Fitness/Cooking Classes, Social Events
2. Safety Certifications—Epipens, AED, recognizing a stroke, hands only CPR
3. Exercise and Fitness classes (on-site or virtual)
4. Stress Management—office yoga, time management, art therapy
5. Financial webinars and workshops—Building Healthy Financial Future, Identify Theft, Savings & Investing Strategies, Credit Scores, Mortgage Tips, Car Buying Tips.
6. Individual meetings with retirement vendors TIAA and Asset Strategy

Health tip: back for health.

According to the American Chiropractic Association, experts estimate that as much as 80% of the population will experience a back problem at some time in their lives.¹

Many back injuries are a result of strain and damage over time, but there are certain motions and risk factors to be aware of.

- Having a job that requires a lot of lifting, carrying or pulling.
- Twisting at the waist while lifting or holding a heavy load.
- Lifting or carrying objects with awkward or odd shapes.
- Working in awkward positions.
- Using a particular muscle group for long periods of time without relief.
- Weak back and abdominal muscles.
- Being overweight and inactive.

To help avoid back pain consider the following practices:

- Maintain a healthy diet and weight.
- Stay active.
- Maintain proper posture.
- Wear comfortable, low-heeled shoes.
- Sleep on a mattress of medium firmness to minimize any curve in your spine.
- Lift with your knees, keep the object close to your body, and do not twist when lifting.
- Quit smoking.
- Work with your doctor or a chiropractor to ensure that your workstation is ergonomically correct.

If you have back pain, there are steps you can take.

- Your first line of support for any health problem should be your primary care physician who can assess your symptoms to determine the best treatment options.
- If you don't have a doctor and are looking for one you can find a Premium Designated in-network provider at myuhc.com or through the UnitedHealthcare app.
- Call Advocate4Me using the number on your UnitedHealthcare medical ID card to help you make better healthcare decisions regarding your back health, including treatment options and determining the appropriate level of care.



Back pain.

Back pain is one of the most common reasons for missed work. In fact, back pain is the second most common reason for visits to the doctor's office, outnumbered only by upper-respiratory infections.

Maintain good posture.

Poor posture can lead to excessive strain on our postural muscles leading them to be more prone to injury and back pain. Poor posture can be caused by stress, obesity, pregnancy, weak postural muscles, abnormally tight muscles, and high-heeled shoes. In addition, a poor work environment, incorrect working posture, and unhealthy sitting and standing habits can also contribute to poor body positioning.



Sitting properly.

Some tips for maintaining a proper posture while sitting include, keeping your feet on the floor and not crossing your legs.



Standing properly.

To stand properly, stand straight with your shoulders back and bear your weight primarily on the balls of your feet.



Proper lying position.

When laying down, lay on your side or back.

Lift safely.

Lifting safely may help you avoid injury. Guidelines for lifting objects safely to reduce the chance of back pain, strain or injury include:

- Avoid unnecessary bending
- Use an aid for excessive weights
- Lift comfortably
- Avoid unnecessary twisting
- Keep objects close to body



Bend your knees and squat.



Use muscles in legs and arms.
Not your back.



Keeps items close to your body.

United at Work Podcast of the Month—Workstation Stretching

During the [Workstation Stretching](#) presentation, participants will learn important information to better understand back and spine care. Specifically, the anatomy of the back, common causes of back pain and preventive strategies for maintaining back health. They will also review UnitedHealthcare programs and resources for back health.



Did you know that United Healthcare has a FREE program to help you quit smoking?

Quit for Life is a clinically proven tobacco cessation program that has helped over 3.5 million tobacco users since 1985. Employees work with a Quit Coach that goes beyond phone-based support. You get a personalized action plan, phone and secure messaging with your Coach, nicotine replacement therapy, and an online learning community.

Log in to myuhc.com and you find Quit for Life on the Health Resources page.

For Your Information ...

Professional Development

After taking a year off, our administrative support cohort program, ***Building Bridges Across Maryland***, will be back this fall! This is an award-winning unique training, networking and development program for support staff at area colleges and universities including - McDaniel College; Goucher College; Towson University; University of Maryland, Baltimore; University of Maryland, Baltimore County; Maryland University of Integrative Health; and University of Baltimore. Nominations for participation are due to Sraum1@ndm.edu by June 15th. [More information on the program.](#)

Paycom

Have you checked your paystubs lately? Everyone should be checking their paystubs throughout the year to ensure your pay and deductions are correct. Visit www.paycomonline.com, log in to your Employee Self-Service account and you can find paystubs under “Payroll” then “View Pay Stubs.” Need to change your address or taxes? This can be done in Paycom also!



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

**Have Questions?
Ask Shannon about her experiences and how
this FREE benefit can help you!**

Additional Questions?

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

855-RSL-HELP

(855-775-4357)

rsl@acieap.com

<http://rsl.acieap.com>



**ACCESS CODE
RSLI859**

**THIS IS A FREE
BENEFIT!!!**



Health Advocate

A FREE service!!

Top Reasons to Call Us

-  **Find the right doctors**, hospitals, dentists and other leading healthcare providers anywhere in the country.
-  **Schedule appointments with providers** including hard-to-reach specialists and arrange for specialized treatments and tests.
-  **Help resolve insurance claims** and assist with negotiating billing and payment arrangements.
-  **Assist with eldercare** and related healthcare issues facing your parents and parents-in-law.
-  **Get cost estimates for procedures** to help you make informed decisions.
-  **Work with insurance companies** to obtain appropriate approvals for needed services.
-  **Answer questions** about tests, treatments and medications recommended or prescribed by your physician.
-  **Assist in the transfer of medical records**, X-rays and lab results.
-  **Locate and research the newest treatments** for a medical condition.

...and much more

Stay Connected

-  Take a look at the Member Video
www.HealthAdvocate.com/members
-  Pick up the phone and give us a call
866.695.8622
-  Send us an email
answers@HealthAdvocate.com

We're not an insurance company

We don't replace your health insurance plan. Instead, we help with your healthcare and insurance-related problems.

Your privacy is protected

Our staff follows careful protocols and complies with all government privacy standards. Your medical and personal information is strictly confidential.

We're here when you need us most

Health Advocate can be accessed 24/7. Normal business hours are Monday-Friday, between 8 am and 9 pm Eastern Time. After hours and during weekends, staff is available for assistance.

Independent. Confidential. Convenient.

Health Advocate is not affiliated with any insurance or third party provider. Health Advocate does not replace health insurance coverage, provide medical care or recommend treatment.



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spot today.**

REGISTER NOW

Visit TIAA.org/webinars to register
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presentations
on demand.

Charting Your Course: A financial guide for women

Women can face unique financial challenges. You can discover tailored approaches to saving for retirement and tips to make your money work hard.

June 15 at 12 p.m. (ET)

Lifetime Income: Marketproof your retirement

You've worked hard to save for retirement. TIAA can help you understand how to create a diversified retirement income plan that protects you against key retirement risks.

June 15 at 3 p.m. (ET)

An Introduction to Alternative Investments: Real estate

During times of market and other crises, we believe that having real estate as part of your portfolio can help provide three critically important investment attributes: liquidity, low leverage and diversification. This presentation will discuss the reasons to consider investing in private real estate, and provide an overview of the real estate market and its outlook for the future.

June 16 at 12 p.m. (ET)

Well-rounded retirement—An overview

Planning for retirement goes beyond just thinking about money. A full-picture plan starts with considering the many non-financial aspects of retirement, too. This webinar provides a high-level view of the model for a well-rounded retirement.

June 16 at 3 p.m. (ET)

Financial housekeeping for now and later

Get insights into your current financial situation and provide some practical steps so you can help position yourself for future success.

June 17 at 12 p.m. (ET)

Within Reach: Transitioning from career to retirement

You can plan ahead to help make the most out of your retirement—from paying yourself to allowing for taxes, healthcare and estate planning wishes.

June 17 at 3 p.m. (ET)



TRY BRICK BODIES FREE IN JUNE, PLUS BRING A FRIEND

EXCLUSIVELY FOR NOTRE DAME OF MARYLAND UNIVERSITY EMPLOYEES



 **SCAN ME**

As a thank you for your partnership, we're inviting Notre Dame of Maryland University employees to use any Brick Bodies club FREE for the entire month of June. Plus, Notre Dame of Maryland University employees are invited to bring one friend or family member to accompany them during the month! There is nothing like a partner to add energy and accountability to your workout.

Already a member? You're invited to share Brick Bodies by bringing one guest along through June.

Questions? Contact CorporateWellness@brickbodies.com



* Offer expires June 30, 2021. Must be able to provide current proof of employment. Other restrictions may apply.