



HR Newsletter

AUGUST 2020

August Birthdays!

- | | | | |
|------|---|------|--|
| 1st | Courtney Allen, <i>residence life</i>
Brian Christy, <i>math/physics/comp. studies</i>
Jewel Daniel, <i>biology department</i>
Kathy Wisser, <i>school of nursing</i> | 17th | Fran Mindel, <i>communication arts dept.</i>
Terri Shrader, <i>human resources</i> |
| 2nd | Cat Bruzdinski, <i>school of arts, sciences, business</i>
Catherine Hyrncewich, <i>annual & major gifts</i>
Benjamin Michaels, <i>school of pharmacy</i>
Jessie Sell, <i>student success</i> | 18th | Larry Beyer, <i>business & economics dept.</i>
Molly Dunn, <i>school of education</i> |
| 3rd | Michael Golze, <i>conference services</i>
Jenna Maher, <i>school of pharmacy</i> | 21st | Maria Mouratidis, <i>psychology/criminology</i> |
| 4th | Sharon Slear, SSND, <i>academic affairs</i> | 22nd | Julia Andersen, <i>art therapy department</i>
Amber Hurt, <i>student engagement</i> |
| 6th | Paul Vitale, <i>school of pharmacy</i> | 23rd | Kathryn Handy, <i>school of nursing</i> |
| 10th | Katherine Beauchat, <i>school of education</i> | 24th | Beraka Bland, <i>information technology</i>
Larry Shattuck, <i>school of pharmacy</i> |
| 11th | Abigail Carls, <i>athletics</i> | 25th | Natalie Van Horn, <i>enrollment management</i> |
| 12th | Vince Dicriscio, <i>athletics</i> | 28th | David Hoovler, <i>history/political science</i>
Sabita Persaud, <i>school of nursing</i> |
| 13th | Anne Malone, <i>advancement services</i> | 30th | Darron Anderson, <i>public safety</i>
Yishka Chin, <i>student success</i>
Erin DaSilva, <i>stewardship & donor relations</i>
Sharon Park, <i>school of pharmacy</i> |
| 14th | Mamta Parikh, <i>school of pharmacy</i> | | |
| 16th | Kathy Litz, <i>human resources</i>
Rosemary Poling, <i>school of education</i>
Catherine Subrizi, <i>university communications</i> | | |

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Welcome to our new Partners in Mission:

Michael Greer, senior director of annual & major giving
Valentina Dallasta, graduate residence coordinator
Jennifer Mercer, graduate assistant, institutional research
Barbara Gough, director of center for caring with technology
Maren Reinholdt, assistant professor, school of nursing
Rachel Durham, assistant professor, school of education
Leslie Korb, associate professor, business & economics
Elizabeth Miller, assistant professor, school of nursing
Bernice Horton-Gee, assistant professor, school of nursing
Sharon Aka, assistant professor, school of nursing
Julia Andersen, art therapy department
Jill Scheibler, art therapy department

Do you need to change your benefits?

Due to COVID-19, you are able to make changes to your flexible spending and dependent care accounts. Check out the quick guides to see how easy it is to make changes in Paycom!

Need help with Paycom?

If the internal Help Menu isn't quite answering your questions, you can always reach out with questions or set up time to talk with us via Zoom.

Paycom even has an **"Ask Here"** function that allows you to easily submit your questions through Paycom and everyone in HR will be notified.

Open positions in your department?

We are now utilizing Paycom for applicant tracking!
Our paper Recruitment Request form is now digital in Paycom.
To get started, select Create Requisition.



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>



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THIS IS A FREE
BENEFIT!!!



Minding Mental Health

By Dr. Mouratidis, Psychologist and Chair, Department of Psychology

The pandemic has caused a range of emotional reactions. It was an unexpected and sudden event that changed everyday life instantly. The coronavirus is an invisible threat about which little is known. Our usual social conventions were halted and our social structures altered. While fear of acquiring the virus was and is stressful, dealing with uncertainty can cause anxiety. Most of us can handle whatever the situation may be if we know that it will end and when it will end.

Uncertainty is very difficult to deal with for biological reasons. The brain is wired for survival. If something is uncertain, the brain automatically assigns it as a threat. A false positive, meaning assigning threat when there is none, is much safer as far as the brain is concerned than a false negative, which fails to detect a threat, puts the organism, in this case you and me, at risk. Uncertainty is also a pathway. Uncertainty means that all options are on the table, including the ones we find unpalatable.

The impact of the pandemic coupled with an uncertain end has contributed to emotional distress and can lead to mental health problems. If someone already experiences mental illness, the pandemic has likely exacerbated it. A pandemic acts as an accelerant. What may have been already heading in a negative direction may now be heading in that direction faster. If someone is already experiencing an anxiety disorder, a major depressive disorder, or a substance use disorder, the isolation and uncertainty may be intensifying their symptoms. If someone has been experiencing financial stress, the pandemic has likely made that worse. If someone struggles with loneliness, the pandemic has made that excruciating. Conversely, some people may find it very stressful living with their household members for extended periods of time. If there is any type of interpersonal violence the pandemic may be increasing the risk.

While we are all going through the same life event, a pandemic, there are significant differences in how the pandemic is affecting each person and their family. There is also significant variation in how each of us calculates risk, what risks we are each willing to take, and what the impact might be if we became ill with the virus. We also do not know the struggles or adversity each person or each family may be facing. Everyone is trying to determine how to care for loved ones whether it be their children, older adults, or family members in a nursing home or hospital. Someone may be a healthcare worker or an essential employee or live with someone who is fearing that they may become ill caring for others or will bring the virus home to their loved ones. If one has, or lives with one who has, a medical or psychiatric condition that puts them at particular risk for either catching the virus or dying from the infection, they may not wish to disclose that to others. Similarly, if one suffers from an anxiety disorder or especially a trauma disorder, wearing a mask where the nose and mouth are covered may cause significant distress.

The pandemic has brought losses. Loss of our routine, loss of typical social connections, loss of income for many, and loss of loved ones. Grieving the loss of a loved one, during a pandemic, may be especially bitter, and traditional rituals such as a funeral may not be possible. We are accustomed to often doing what we want when and how we want. ... *continued on next page ...*

Minding Mental Health (cont.)

While it is hard for us to step out of our normal routines, we need to adapt and innovate, not try to do what we normally do in the way we normally do it as if there is no pandemic. Our normal rituals and traditions have been disrupted. Graduation ceremonies did not happen the way they were intended. It does not diminish the accomplishment of the graduates. There is a sense of loss of freedom that can lead to feelings of sadness and anger, especially for an individualistic society. An effective response to a pandemic, unlike other situations, calls upon a sense of social responsibility and collectivism because stopping the spread of the virus depends on the behavior of all of us.

What are some strategies to support mental health?

1. Resilience is our natural tendency in the face of adversity. The human spirit has a tremendous capacity to overcome.
2. If you are experiencing interpersonal violence, seek assistance immediately. House of Ruth 24 hour hotline: **1-877-988-5559**.
3. Pay attention. There are many lessons and opportunities for growth during this unprecedented time in history. Consider keeping a journal of your observations, thoughts, and emotions. This can be a time of reflection and renewal. You may find that you can do without things you did not think you could or you might notice that you were carrying some unnecessary burden. Notice what you may be learning about yourself.
4. Stay in the moment. Practice mindfulness skills. Anxiety is fueled by being focused on the future. <https://www.mindful.org/meditation/mindfulness-getting-started/>
5. Try to avoid judging yourself and others.
6. Use distress tolerance skills such as distracting yourself, practicing deep breathing, prayer, and engaging in pleasant activities.
7. Practice good self-care. Eat balanced meals at regular times, get at least 7-8 hours of sleep, avoid drugs and alcohol, and get some moderate exercise daily.
8. The boundaries between work and home life can be blurred when working from home. Keep a regular work schedule and find a dedicated workspace.
9. Spend time with others, virtually. Physical distancing is not the same as social distancing.
10. Limit social media use and be selective what social media sources you consume. Limit the amount of news coverage about the virus you watch or read. Seek scientific sources of information.
11. Observe your own boundaries regarding how much risk you are willing to assume.
12. Cultivate the ability to spend time alone and develop new routines. Explore new hobbies.
13. It is not about “getting back to normal.” It’s about being intentional about how we want to move forward.
14. Keep appointments with your doctors and therapists. Most professionals are offering telehealth services.
15. If you are experiencing increased substance use, interpersonal conflict, having trouble with sleep or appetite, or having thoughts of suicide, consult a mental health professional. To find a provider: consult <https://marylandpsychology.org/psychology-info/referral-service/>, your employee assistance program, your health insurance company, or your primary care physician.
16. Everyone is doing the best they can with what they have at the time. Offer yourself, and others, some Grace.

Feeling Stressed?

Watch this TED Talk on the
"Cost of Work Stress and How to
Reduce It"

Just click [here!](#)



The cost of work stress -
- and how to reduce it



How to turn off work
thoughts during your
free time | Guy Winch

Can't stop thinking about work?

Check out this TED Talk on
"How to turn off work thoughts
during your free time"

Just click [here!](#)

Important Dates

University Assembly—August 21, 2020

Semester Start—August 24, 2020

Fall Tuition Remission Due—August 14, 2020

Winter Tuition Remission Due –December 11, 2020

Our Plan for a Safe and Healthy Return to Campus and Beyond

We look forward to welcoming you back to NDMU as we plan to resume classes on campus for the fall semester. Your health and safety is our top priority. Plans for the fall have been developed in close consultation with our Schools of Nursing and Pharmacy, as well as national, state, and local public health guidance. Our success will require every member of the NDMU community to follow guidelines and keep our campus safe.

For those returning to campus this summer, all protocols outlined on this site apply. This site will be updated frequently with new announcements, additional policies and procedures as needed and as new information becomes available. We recommend that you check the site often and regularly throughout the summer and fall.

<https://www.ndm.edu/ndmu-together/latest-announcements>

Daily Self-Monitoring & Symptoms Check (Revised July 30, 2020)

All NDMU faculty, staff, students, contractors, vendors, and guests will be required to complete a daily self-monitoring and [symptoms check](#) prior to any entry to campus or exiting their residence hall room.

Prior to Campus Arrival

To identify any asymptomatic, currently infected students before they arrive on campus, **all students** will be required to complete pre-arrival testing. The test will be performed at the student's home location within fourteen (14) days before arriving on campus. For example, for students returning on August 20th, they must be tested between August 6 and August 19th. Students may obtain a COVID-19 test wherever they wish (local medical provider, local public health department, local mass testing station, etc.).

All faculty, staff, and contractors working on campus will be required to complete testing. The test must have been performed within fourteen (14) days before August 17, 2020 (i.e. between August 3, 2020 and August 17, 2020). Employees may obtain a COVID-19 test wherever they wish (local medical provider, local public health department, local mass testing station, etc.).

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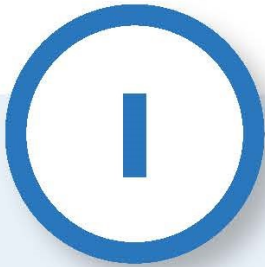
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