



HR Newsletter

DECEMBER 2020

December Birthdays!

- 3rd Zulma Jimenez, *chemistry department*
- 4th Mary Packard, *school of nursing*
Joel Stob, *information technology*
- 6th Payal Agarwal, *school of pharmacy*
- 8th Heather Carpenter, *business & economics dept.*
Zane Hunter, *school of nursing*
- 10th Asish Dutta, *school of pharmacy*
- 13th Polly Connor, *Loyola/Notre Dame library*
Ashley Moody, *school of pharmacy*
- 14th Susan Breaux McShea, *communication arts dept.*
Briana Marine, *Loyola/Notre Dame library*
- 15th Janice Green, *information technology*
- 17th Myrtle Evans, *occupational therapy*
- 21st Jeana DelRosso, *English department*
Megan Rivera, *business office*
- 22nd Dawn Bradshaw, *president's office*
- 24th Diane Aschenbrenner, *school of nursing*
- 28th Sheila Mahony, *school of education*
Mary O'Connor, *school of nursing*
Nancy Tarr Hart, *philosophy department*
- 31st Hannah Walborn, *CAUS/GRAD admissions*

Welcome to our new Partner in Mission:

Sylvia Palm, *licensure coordinator*



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Upcoming Events

Just because we have to social distance, doesn't mean we can't still have some fun!

- ◆ **December 15th—Ornament Workshop**

Participants will pick up their supplies ahead of time, and the workshop will be conducted via Zoom. **RSVP to human_resources@ndm.edu by December 7th to reserve your spot!**

- ◆ **December 17th—Annual Christmas Celebration—Invitation to follow!**

Holiday Survival Tips

This quick [BrainShark video](#) is courtesy of United Healthcare and offers some easy holiday survival tips—coping with eating, stress and tough economic times





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)

rsl@acieap.com

<http://rsl.acieap.com>



ACCESS CODE
RSLI859

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



Monthly Column: Minding Mental Health:

Additional Resources

Here is a list of additional resources/readings on Supporting Mental Health:

COVID-19 Resources

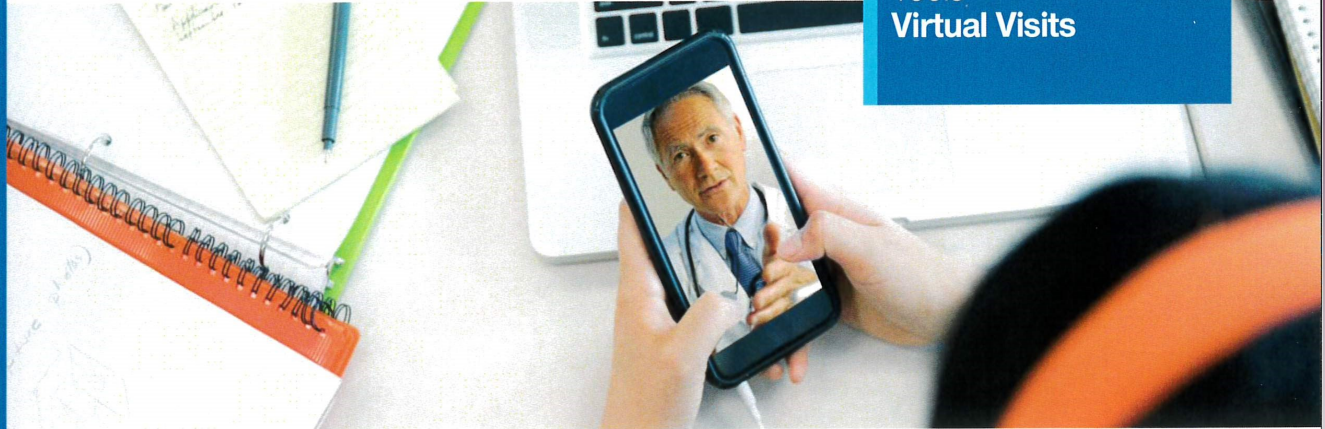
- ♦ [Supporting Employee Mental Health When Reopening the Workplace](#) (from American Psychological Association)
- ♦ [Working Remotely During COVID-19 – Your Mental Health and Well-being](#) (APA)
- ♦ [Mental Health, Substance Abuse, and Suicidal Ideation During the COVID-19 Pandemic](#) (from Centers for Disease Control and Prevention)
- ♦ [Coping with Stress](#) (CDC)
- ♦ [Mental health and psychosocial considerations during the COVID-19 outbreak](#) (from World Health Organization)

Coping with Election Stress

- ♦ [What is “Election Stress Disorder,” and Do I Have it?](#) (CBS News)
- ♦ [47% of Workers Say the 2020 Election Has Impacted Their Ability to Do Their Jobs](#) (CNBC Make It)
- ♦ [How to Deal With Election Anxiety](#) (Psychology Today)
- ♦ [How to Handle the Stress Between Now and Election Day](#) (Healthline)
- ♦ [Already Got Election Anxiety? Here are 4 Ways to Grapple](#) (Psychology Today)
- ♦ [Stressed About the Election? 5 Tips to Get You Through](#) (Cleveland Clinic)

Key Resources

- ♦ [Mental Health in the Workplace](#) (CDC)
- ♦ [Working Well: Leading a Mentally Healthy Business](#) (APA)
- ♦ [Improving Access to Mental Health and Substance Use Care](#) (APA)



See a doctor whenever, wherever. Virtual Visits

When you're sick and need care quick, a Virtual Visit is a convenient way to start feeling better faster.

With a Virtual Visit, you can see and talk to a doctor via mobile device or computer - 24/7, no appointment needed. The doctor can give you a diagnosis and prescription*, if needed. And with a UnitedHealthcare plan, your cost is \$50 or less.

To get started with a Virtual Visit, go to uhc.com/virtualvisits.

Get care in 20 minutes or less.

Use a Virtual Visit for these minor medical needs:

- Bladder infection/ Urinary tract infection
- Rash
- Bronchitis
- Sinus problems
- Cold/ flu
- Sore throat
- Fever
- Stomachache
- Pinkeye

Prepare for your Virtual Visit.

Have these three items ready to register and complete your Virtual Visit:

- Health plan ID card
- Credit card
- Pharmacy location

* Prescription services may not be available in all states.

** Based on analysis of 2016 UnitedHealthcare ER claim volumes, where ER visits are low-acuity and could be treated in a Virtual Visit, PCP, or urgent/convenient care setting.

Virtual visits are not an insurance product, health care provider or a health plan. Unless otherwise required, benefits are available only when services are delivered through a Designated Virtual Network Provider. Virtual visits are not intended to address emergency or life-threatening medical conditions and should not be used in those circumstances. Services may not be available at all times or in all locations. The Designated Virtual Visit Provider's reduced rate for a virtual visit is subject to change at any time.

Insurance coverage provided by or through UnitedHealthcare Insurance Company and its affiliates. Administrative services provided by UnitedHealthcare Services, Inc. or their affiliates. Health Plan coverage provided by or through a UnitedHealthcare company.

Facebook.com/UnitedHealthcare Twitter.com/UHC Instagram.com/UnitedHealthcare YouTube.com/UnitedHealthcare
MT-1167533.0 3/18 ©2018 UnitedHealthcare Services, Inc. 18-7402



Virtual Visits can save time and money.

An estimated 25 percent of ER visits could be treated with a Virtual Visit — which brings a potential \$1,700 cost down to \$50.**



Important Dates

Winter Tuition Remission Due –December 11, 2020

Christmas Holiday—December 24-30, 2020

New Year's Eve—December 31, 2020

New Year's Day—January 1, 2021

Spring Tuition Remission Due—January 11, 2021

Struggling to get in the fitness groove?

Try these 9 easy ways to make fitness part of your life!

- ♦ **Add steps to your day.** Park farther away from the entrance or get off the bus one stop earlier.
- ♦ **Develop new routines.** Perhaps you can take the dog for a daily walk. Or maybe go to the park with your kids after dinner. Do you have a green thumb? Perhaps you can start a garden.
- ♦ **Find a workout buddy.** Exercising with a friend can be more fun and a great motivator—just remember to keep your distance for safety.
- ♦ **Keep exercise clothes at work.** You can change into them before heading home or to the gym. And have a comfortable pair of shoes so you can walk during breaks.
- ♦ **Schedule fitness.** If you put exercise on your calendar like other appointments, you will be more likely to do it.
- ♦ **Clean up.** Both housework and doing yard work can count as physical activity!
- ♦ **Double up.** Move while you watch TV. Why not watch and stretch? Or during commercials, try getting up off the couch and marching in place.
- ♦ **Sign up for a class.** Aerobics, yoga or dancing are just a few of the many choices, and
- ♦ **Keep it fun.** Making physical activity enjoyable is key in making it a regular part of your life.

Complete a brief survey by your credit union and you will be entered into a drawing to win a **\$10 Amazon gift card!**

As you know, Notre Dame of Maryland University offers **First Financial Federal Credit Union** as an employee benefit and employees have access to all that the credit union has to offer. In an effort to assist you during this uncertain time, First Financial has provided us with a very brief survey that will enable them to help all of us navigate through our financial journey.

Whether you would like a credit union associate to contact you regarding a specific question or would like to give the credit union guidance on financial topics that may interest you, this survey will only take a few minutes to complete.

Click this safe link to complete the survey: <https://www.surveymonkey.com/r/8P6KTJH>

And anyone who complete this survey will be entered into a drawing for a **\$10 Amazon gift card**, which you will receive via email.

Please complete the survey by **Friday, December 4th** to be entered into the drawing.

Thank you!

LISA REYNOLDS

Relationship Marketing Manager

410-427-9023

Pay Checks

Remember to check your pay EVERY payday. You are responsible for bringing any pay issues to HR *within 30 days* to be corrected.

Is Your Address Current?

Before you know it, W2's will be going out!

Make sure your address is correct in Paycom by logging into Employee Self-Service. All address corrections need to be in Paycom no later than December 25th to properly process your W2.



#BETTERTOGETHER

FINANCIAL WELLNESS MAKES
OUR COMMUNITY BETTER



FINANCIAL WELLNESS *First*

Through Financial Wellness First you will discover financial solutions to address individual concerns and overall financial success. It's our way of giving back to the people and organizations making an impact in our community. We offer Workplace Workshops, On-Site Events, Health Savings Accounts, and Online Education. Check out our Financial Education resources, at www.firstfinancial.org, which are helpful learning tools and videos to equip you with the knowledge and skills you need to achieve whatever your financial dreams may be!

Financial Wellness Center

A digital financial education program designed to help you better manage your money. It includes a series of short interactive learning modules on key financial topics such as budgeting, investing, homeownership, retirement planning and more!

It's a Money Thing

A series of financial education videos designed to help you learn all about money! These short videos provide information on a variety of topics such as saving, credit, investing, and the advantages of a credit union. A new series is also available for elementary school-aged children.

Upcoming Webinars: Wellness First Wednesdays!

Join First Financial representatives and subject matter experts for free monthly webinars! Visit www.firstfinancial.org to explore the upcoming schedule or register for the events that interest you.



AnyTime Loan *for your Holiday Needs*

First Financial's AnyTime Loan is your low rate solution to fund wish lists, gifts, car repairs, or any other need that may arise. This personal loan features low fixed interest rates and flexible terms, making it easy to get the extra cash you need.

APPLY TODAY! **CLICK** www.firstfinancial.org | **CALL** 410-321-6060, option 4



SHOP LOCAL for the holidays

EARN UP TO 2%
CASH REBATE!¹



SHOP SAFE, SHOP LOCAL, SHOP MARYLAND

First Financial is partnering with the Maryland Comptroller's Office to support local retailers this holiday season through its [Shop Maryland for the Holidays](#) program. The annual campaign encourages residents to buy from local businesses, which is more important than ever this year.


Plus, get rewarded with cash rebates for your holiday shopping by using your [First Financial Visa Credit Card!](#) Don't have one of our credit cards? [Compare our cards](#) to see which one best fits your needs!

Not a member yet? [Join online today!](#)



Learn more at firstfinancial.org

¹A cash rebate of 2% is contingent upon opening and maintaining Better Rewards Checking; otherwise purchases earn a 1.5% cash rebate. See requirements for Better Rewards Checking.



WISHING YOU
HAPPY HOLIDAYS

AND A WONDERFUL NEW YEAR

We would like to express our appreciation and sincere thanks for all of you amazing individuals that live our mission every day. It is truly a blessing to work with caring individuals, especially during a global pandemic, that make you want to come to work each day. We hope you will take the time to rest and enjoy the coming holiday season with loved ones.

In thanks,
Terri Shrader, Shannon Raum, and Kathy Litz