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.

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**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 coworkers.
- 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.
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   Kelly Harrison, Facilities Management
21st   Melody Seitz, School of Nursing
       Jocelyn McKeon, Chemistry Department
       Henrietta Wiley, Religious Studies
24th   Sarah Holman, School of Pharmacy
       Jeanette Quinn, School of Education
26th   Destiny Guerrero, Financial Aid
       Hang Kyo Lim, Biology Department
27th   Kelly Harrison, Facilities Management
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

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!

COMING
SOON
WE PROUDLY SERVE

GATOR ALLEY
SPRING ’18
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@acleap.com
http://rsl.acleap.com

RELIANCE STANDARD
A MEMBER OF THE TOKIO MARINE GROUP
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.