



NOTRE DAME OF MARYLAND UNIVERSITY

HR Newsletter

AUGUST 2018

Please help us welcome:

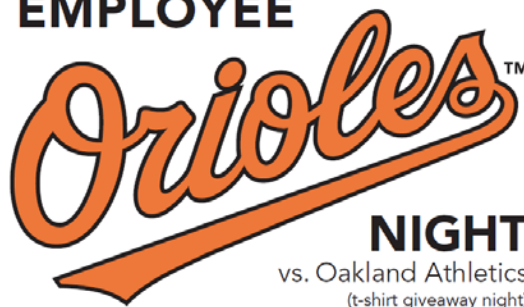
Victoria Karol, Associate Dean for
SMHEC

Jenna Maher, Academic Support
Specialist, School of Pharmacy

Rett Phillips, CRM and Integration
Services Specialist

Brittany Sanner, Adult Academic
Advisor

**NDMU
EMPLOYEE**



DATE: Thursday, September 13th

TIME: 7:05 p.m.

COST: \$14.00 per ticket

Employees are welcome to bring family. Please
bring cash or checks made out to NDMU to the HR
office by August 13th.

Clarification – University Office Hours and Work Hours

Over the last few months, our office has received multiple inquiries regarding working hours. Please see the excerpt below from the Employee Handbook, pg.35, policy #2.3. If you have any questions or concerns, please contact Terri Shrader at extension 5155.

Office Hours – These are the hours our offices are open to the public. Offices hours are 8:30 a.m. – 4:30 p.m., Monday through Friday. Some offices may have extended or altered hours to meet University needs.

Work Day – The standard full time workday includes **eight (8) hours of work time** and a thirty (30) (ex. 8:30 a.m. – 5:00 p.m.) or sixty (60) (ex. 8:00 a.m. – 5:00 p.m.) minute unpaid lunch, Monday through Friday. Supervisors should monitor and arrange employee schedules to provide for continuous office coverage during office hours. The nature of the work for some departments may require adherence to a different or flexible work schedule. Such adjustments must be approved by the Vice President, in consultation with the Director of Human Resources.

August Birthdays!

1 st	Kathy Wisser, school of nursing	14 th	Mamta Parikh, school of pharmacy
1 st	Michelle Jones, school of education	16 th	Rosemary Poling, school of education
1 st	Brian Christy, math/physics	16 th	Catherine Subrizi, athletics
2 nd	Jessie Sell, school of arts science and business	17 th	Fran Mindel, communication arts
2 nd	Thomas Narock, math/physics	17 th	Terri Shrader, human resources
3 rd	Michael Golze, conference services	17 th	Scott Class, school of pharmacy
3 rd	Jenna Maher, school of pharmacy	18 th	Larry Beyer, business/economics
4 th	Sharon Slear SSND, school of education	21 st	Maria Mouratidis, psychology
4 th	Kendra Downey, financial aid	23 rd	Prashant Mandela, school of pharmacy
6 th	Karl Wenger, engineering maintenance	23 rd	Kathryn Handy, school of nursing
6 th	Dawn Martin, school of education	24 th	Larry Shattuck, school of pharmacy
8 th	Matthew Gibson, information technology	24 th	Beraka Bland, information technology
11 th	Felicia John, student life	25 th	Natalie Scimonelli, enrollment management
12 th	Vincent Dicrisio, athletics	28 th	David Hoovler, history/ political science
13 th	Tanya Easton, institutional advancement	28 th	Sabita Persaud, school of nursing
13 th	Anne Malone, institutional advancement	30 th	Darron Anderson, public safety
14 th	Kiwani Scott, engineering maintenance	30 th	Sharon Park, school of pharmacy
		30 th	Erin DaSilva, athletics

Healthy Meal of the Month: Caprese Zoodles



Click [here](#) for the recipe.

Cigna Wellness Webcast of the Month:

Finding Your Drive

Stay strong! Power through! If only it were that easy. Finding willpower and motivation can be hard. Learn what can help.

Click [here](#) to sign up for the seminar.





HEALTHY GATOR



DEPARTMENT OF ATHLETICS AND
CAMPUS RECREATION

August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Personal Training 12-1pm	2 YogaWorks 12-1pm\$	3 Personal Training 12-1pm
6 Monday Mile Club 11:30am	7 YogaWorks 12-1pm\$	8	9 YogaWorks 12-1pm\$	10
13 Monday Mile Club 11:30am	14 YogaWorks 12-1pm\$	15	16 YogaWorks 12-1pm Class to be held outside	17
20	21	22	23	24
27	Fitness classes will return after Labor Day September 4, 2018			31

Class Locations

Monday Mile Club
Registrar

YogaWorks
\$Doyle Formal

Personal Training
MBK Fitness Center

For Class Updates @NDMUCampusRec
Twitter and Instagram

August is National Immunization Awareness Month

Immunizations (also called shots or vaccines) help prevent dangerous and sometimes deadly diseases. Immunization isn't just for kids – to stay protected against serious illnesses like the flu, measles, and pneumonia, adults need to get vaccinated, too.

National Immunization Awareness Month is a great time to promote vaccines and remind family, friends, and coworkers to stay up to date on their shots.

How can National Immunization Awareness Month make a difference?

We can all use this month to raise awareness about vaccines and share strategies to increase immunization rates in our community.

Click [here](#) to read more about immunization.

Click [here](#) to find more resources for National Immunization Awareness Month.



NOTRE DAME OF MARYLAND UNIVERSITY

Save the date!

Oct 5-7 • 2018
Reunion

Important Dates for August & September

August:

- 3rd Supervisor Training – Hiring and Onboarding
- 9th Building Bridges Across Maryland Kickoff
- 17th Supervisor Training – Core Responsibilities pt.1
- 17th Fall Tuition Remission forms are due!
- 20th New Faculty Orientation
- 22nd University Assembly
- 23rd Managing Your Strengths Training
- 27th Classes Start!
- 29th Mission Orientation
- 30th Supervisor Training – Core Responsibilities pt.2

September:

- 3rd Labor Day – University Closed
- 4th Fall Wellness Activities Begin!
- 7th Supervisor Training – Advanced Skills
- 20th Building Bridges Across Maryland Session 1

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

Doyle Dining Hall Pricing for 2018-2019:

SAGE offers three different Block Plans, where each block is equivalent to one meal swipe for DDH.

The **25-block** plan is \$175.00, which is a cost of \$7.00 per meal. The **50-block** plan is \$325.00, which is \$6.50 per meal, and the **75-block plan** is \$450.00, which is \$6.00 per meal.

If you pay at the door, you would pay \$7.75, \$8.75, and \$9.75, for breakfast, lunch, and dinner respectively, without a Block Plan.

Doyle Dining Hall offers special pricing for Monday Mile Club attendees on Mondays (\$4) and for all staff/faculty members on Fridays (\$6).

Please note that block plans **expire** at the end of each school year.

For more information, contact sage@ndm.edu.

HEALTHIER STARTS HERE

How Cigna makes a difference



Cigna makes It easy to be healthier.

Cigna offers so much more than your employer's medical coverage. From helping you answer health questions 24 hours a day to a virtual team of health and wellness coaches, we're here for you.

24/7/365 service

Whenever you need us, just call the toll-free number printed on the back of your Cigna ID card 24 hours a day, seven days a week, 365 days a year.

- › Get answers to health, claims and plan questions.
- › Order an ID card, update information and check claim status.
- › Find a health advocate for help with improving specific health issues.
- › Speak with a Spanish speaking service representative or someone who can translate one of 200 languages.

Health Information Line

Have a health question? You can talk with a clinician 24 hours a day, seven days a week.

- › Get help deciding where and when you should get treatment for your immediate care needs.
- › Call if you need general health information or have a specific health concern.
- › You can also listen to hundreds of podcasts to help you stay informed about your health.

Select a topic and listen via live-stream on your computer via myCigna.com.

Network of quality doctors

You can save money when you use a doctor, hospital or facility that's part of your plan's Cigna network. It's easy to find quality, cost-effective care right where you need it. You can find a doctor right on Cigna.com or on the myCigna® website or app once enrolled.

Together, all the way.®

Preventive care covered 100% in-network

Getting and staying healthy is important. That's why certain preventive care services are totally covered when you use an in-network doctor. These services may include:¹

- › Screenings for blood pressure, cholesterol and diabetes.
- › Testing for colon cancer.
- › Mammograms and Pap tests.

For a complete list of covered preventive care services, see your plan materials or, for more information, go to Cigna.com/takecontrol.

Answers by Cigna for Amazon Alexa

Need help with health plan or insurance terms? Just ask Alexa on all Amazon Echo devices. Enable the Answers by Cigna skill and take health care into your own hands – without so much as lifting a finger.²



myCigna

Where you will find everything you need to stay on top of your plan, and your health.

- › Find in-network doctors and medical services.
- › View ID card information.
- › Manage and review your coverage.



Offered by: Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, or their affiliates.

- › Manage and track claims.
- › Take your health assessment.
- › Compare cost and quality information for doctors and hospitals.
- › Access a variety of health and wellness tools and resources.

You can also access myCigna on the go by downloading the myCigna App.³

Telehealth for 24/7 care

Cigna Telehealth Connection helps you get the care you need – including most prescriptions (when appropriate) – for a wide range of minor conditions. You can connect with a board-certified provider via video chat or phone, when, where and how it works best for you.⁴

- › **Choose when:** 24/7/365. Day or night, weekdays, weekends and holidays.
- › **Choose where:** Home, work or on the go.
- › **Choose how:** Phone or video chat.

See your enrollment materials for details.

Know before you go

Here's an at-a-glance view of your options when you need medical care.⁵ In an emergency, always dial 911 or visit the nearest emergency room.

	Cost	Wait time	Severity
Cigna Telehealth Connection	\$\$\$	🕒🕒🕒🕒	⚡⚡⚡⚡
Convenience care clinic	\$\$\$	🕒🕒🕒🕒	⚡⚡⚡⚡
Primary care provider	\$\$\$	🕒🕒🕒🕒	⚡⚡⚡⚡
Urgent care center	\$\$\$	🕒🕒🕒🕒	⚡⚡⚡⚡
Emergency room	\$\$\$	🕒🕒🕒🕒	⚡⚡⚡⚡

Cigna Healthy Rewards⁶

Get discounts on the health products and programs you use every day for weight management, nutrition, vision, hearing care and more.

Just use your ID card when you pay and let the savings begin.

Cigna Veteran Support Line

This free hotline is available 24/7/365 to all veterans, their families and caregivers. No need to be a Cigna customer. Cigna stands ready to connect you with:

- › Pain management resources.
- › Substance use counseling.
- › Financial support.
- › Food, clothing, housing.
- › Legal assistance.
- › Parenting and child care.
- › Aging services.
- › Weekly Mindfulness for Vets sessions by phone and more.

Call **855.244.6211**.

Pain management resources

Visit [Cigna.com/helpwithpain](https://www.cigna.com/helpwithpain) or text 25792 to receive tips for healthy pain management⁷

- Plans may vary and not all preventive services are covered. For example, immunizations for travel are generally not covered. Other non-covered services/supplies may include any service or device that is not medically necessary or services/supplies that are unproven (experimental or investigational). See your plan materials for a complete list of covered preventive care services.
- The Answers by Cigna skill is for informational and educational purposes only. You are encouraged to consult a licensed insurance agent and review your plan documents for the details of your specific health plan or insurance policy.
- The downloading and use of the myCigna Mobile App is subject to the terms and conditions of the App and the online store from which it is downloaded. Standard mobile phone carrier and data usage charges apply.
- Telehealth services are provided by independent third-party providers. These services are provided exclusively by such third-party providers, and not by Cigna. Providers are solely responsible for any treatment provided. Not all providers have video chat capabilities and video chat is not available in all areas. Telehealth services may not be available to all plan types or in all areas. A primary care provider referral is not required for this service.
- This chart is for illustrative purposes only and is not medical advice. Actual costs and wait times may vary. Always consult your doctor for appropriate examinations, treatment, testing and care recommendations, including prior to choosing a provider for care. In an emergency, dial 911 or visit the nearest emergency room.
- Some Healthy Rewards programs are not available in all states and programs may be discontinued at any time. If your plan includes coverage for any of these services, this program is in addition to, not instead of, your plan benefits. **A discount program is NOT insurance and you must pay the entire discounted charge.**

7. Message and data rates may apply. To view our Privacy policy, please visit [Cigna.com/Privacy](https://www.cigna.com/Privacy). This service is for educational purposes only. Medical advice is not provided.

Health care providers that participate in the Cigna network are independent contractors solely responsible for the treatment provided to their patients; they are not agents of Cigna. Product availability may vary by location and plan type and is subject to change.

All group health insurance policies and health benefit plans contain exclusions and limitations. For costs and complete details of coverage, see your plan materials.

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