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!

1st
Kathy Wisser, school of nursing

1st
Michelle Jones, school of education

1st
Brian Christy, math/physics

2nd
Jessie Sell, school of arts science and business

2nd
Thomas Narock, math/physics

3rd
Michael Golze, conference services

3rd
Jenna Maher, school of pharmacy

4th
Sharon Slear SSND, school of education

4th
Kendra Downey, financial aid

6th
Karl Wenger, engineering maintenance

6th
Dawn Martin, school of education

8th
Matthew Gibson, information technology

11th
Felicia John, student life

12th
Vincent Dicriscio, athletics

13th
Tanya Easton, institutional advancement

13th
Anne Malone, institutional advancement

14th
Kiwani Scott, engineering maintenance

14th
Mamta Parikh, school of pharmacy

16th
Rosemary Poling, school of education

16th
Catherine Subrizi, athletics

17th
Fran Mindel, communication arts

17th
Terri Shrader, human resources

17th
Scott Class, school of pharmacy

18th
Larry Beyer, business/economics

21st
Maria Mouratidis, psychology

23rd
Prashant Mandela, school of pharmacy

23rd
Kathryn Handy, school of nursing

24th
Larry Shattuck, school of pharmacy

24th
Beraka Bland, information technology

25th
Natalie Scimonelli, enrollment management

28th
David Hoovler, history/political science

28th
Sabita Persaud, school of nursing

30th
Darron Anderson, public safety

30th
Sharon Park, school of pharmacy

30th
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.
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.
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](http://www.ndm.edu/human-resources)

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**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.

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:

› 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.

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.

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.

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.³ In an emergency, always dial 911 or visit the nearest emergency room.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Wait time</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cigna Telehealth Connection</td>
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<td>Convenience care clinic</td>
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<td>Primary care provider</td>
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<tr>
<td>Urgent care center</td>
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<td>Quick</td>
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<tr>
<td>Emergency room</td>
<td>$</td>
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</tbody>
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Cigna Healthy Rewards®
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.

Cigna’s Better Health Care Promise
Cigna is committed to helping our customers manage costs, improve health and quality of care, and empower our customers to be more responsible for their health care decisions. We are focused on providing personalized care services to our customers and promoting evidence-based treatments. Cigna gives you choices that can help you better manage your health care.

1. 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 experimental or investigational. See your plan materials for a complete list of covered preventive care services.
2. The answers by Cigna skills 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.
3. 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.
4. 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 that 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.
5. 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.
6. 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.

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