

NDMU HR Newsletter

June 2017

Did you know?

Holiday Schedule!

Check out this year's holiday schedule!

[July 1, 2017 through June 30, 2018](#)



Tuition Remission!

Registered for summer classes? Remember to submit your completed [tuition remission](#) application to HR! Please submit applications as soon as possible!

Please help us welcome



- Jasmine Wilkerson,
*ACUHO Intern -
Residence & Commuter
Life*
- Dawnielle Causbey,
*Director of Housing and
Residence Life*

SUMMER DRESS

Summer is beginning to heat up, and we will be instituting our Summer Dress Code. From May 23rd to August 18th, employees may dress in business casual clothing. However, all supervisors reserve the right to request more professional dress if there is a special event or if they feel that your attire is inappropriate. Please remember that we are all professionals and business casual dress means your clothing must be workplace appropriate.

Some examples of appropriate dress include:

- Casual pants (e.g. khakis, "Dockers", Capri's)
- Casual dresses, or skirts
- Casual blouses, polo or golf style shirts
- Dress sandals, loafers or deck shoes

Some examples of inappropriate dress include:

- Strapless or spaghetti strap dresses
- Mini skirts
- Denim (of any color)
- Halter, tank or tube tops or midriffs
- T-shirts or sweatshirts – no NDMU T-shirts*
- Shorts of any length
- Bib overalls
- Sweatpants or athletic suits
- Spandex pants or form-fitting stirrup pants or leggings
- Flip flops, beach/pool shoes, sneakers



INJURED ON THE JOB? DO YOU KNOW 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 or Emergency Room
 - d. *Remember to report your injury as a Workers Compensation case – you are NOT responsible for payment*
3. Contact Human Resources
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

NDMU Workers Compensation insurance policy #30WBRH5439



HEALTHY GATOR



Mon	Tue	Wed	Thu	Fri
Personal Training 12pm-1pm Fitness Center	YogaWorks 12-1pm Dance Studio	Personal Training 12pm-1pm Fitness Center	YogaWorks 12-1pm Dance Studio	Personal Training 12pm-1pm Fitness Center

June Birthdays!

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1st Alison Dray-Novey, *history/political science department*

Breanne Simkin, *financial aid*

2nd Pari Kratz, *registrar's office*

5th Cleo Margetas, *registrar's office*

6th Margaret Pupura, *a child's place*

9th Cecelia Crowell, *a child's place*

10th Irena Fedorovsky, *psychology department*

11th Shawna Kessler, *school of pharmacy*

14th Rachel Camponeschi, *marketing department*

15th Jaclyn Whitley, *school of pharmacy*

17th LaReine-Marie Mosely, *religious studies department*

19th Linda Cain, *business office*

James Lee, *school of pharmacy*

Jennifer Bailey, *school of pharmacy*

20th Paul Kulishek, *facilities*

Varvara Sheliga, *information technology*

23rd Caroline Mahle, *business & economics department*

29th David Morrocco, *school of education*

30th Mary Priebe, *career center*

June is National Safety Awareness Month!

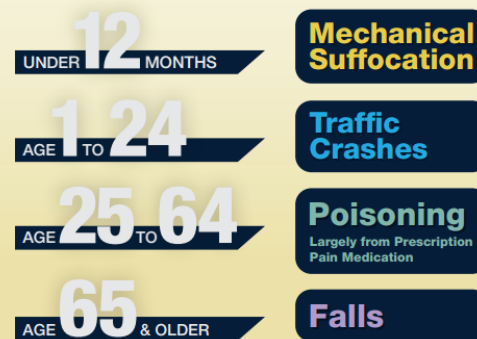
Keep your family safe this summer by learning more about preventable injuries!

A Lifetime of Risk



Preventable injuries are the **4th** leading cause of death in the U.S. right after heart disease, cancer and chronic lower respiratory disease.

Top Risks by Age Group



Sources: National Safety Council, Injury Facts® 2016 edition, NSC analysis of 2013 NCHS mortality data

SMALL CHANGES TODAY CAN MAKE A HUGE DIFFERENCE TOMORROW.

Visit nsc.org for more helpful resources.



#Safe4Life

Healthy Meal of the Month: Zippy Southwest Chicken Fajita Salad



Click on the picture to view the recipe!