



# HR Newsletter

## NOVEMBER 2020

### November Birthdays!

- 1st Mark Fenster, *school of education*  
Jonathan Thigpen, *school of pharmacy*
- 2nd Christian Kendzierski, *university communications*
- 7th Carroll Galvin, *institutional advancement*  
Breyann Williams, *financial aid*  
Marylou Yam, *president*
- 8th Mallory Cerda, *marketing*
- 9th Kathy Sipes, *school of education*
- 10th Colette Pierce, *residence life*
- 11th Angela Snyder, *school of education*
- 12th Carol Kurtz-Stack, *school of nursing*
- 16th Vickie Washington, *business office*
- 20th Janel Belarmino, *occupational therapy*
- 21st Andrew Moore, *school of education*  
Robin Wheeler, *public safety*
- 22nd Kelly Bull, *school of education*  
Grailan Ceaser, *public safety*
- 23rd Rashied Ashby-El, *public safety*
- 26th Beth French, *biology department*
- 28th Rebecca Zordan, *biology department*
- 29th Sarah Ebsworth, *CAUS/GRAD admissions*

### Welcome to our new Partner in Mission:

Jean Anastasi, *assistant director of center for caring with technology*  
 Thomas Screech, *graduate assistant for student success*  
 Emily Brungo, *advancement services coordinator*

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# Open Enrollment Schedule

**November 2<sup>nd</sup> – 16<sup>th</sup>**

This year's **Open Enrollment Health and Wellness Fair** will be conducted virtually through **Zoom** over the 2 week period. Event links can be found on the Open Enrollment Schedule. Plan to join us during these Live Events to hear about the benefits in more depth and get your questions answered.

## **Monday, November 2nd**

- ◆ 9am—10:30am—Open Office Hour with Human Resources
- ◆ 11am—12pm—First Financial Federal Credit Union
- ◆ 1pm—2:30pm—Open Office Hour with Human Resources

## **Tuesday, November 3rd**

- ◆ 11am—12pm—United Healthcare

## **Wednesday, November 4th**

- ◆ 9am—10:30am—Open Office Hour with Human Resources
- ◆ 11am—12pm—National Vision Administrators
- ◆ 1pm—2pm—Greater Baltimore Moves / ReMAX

## **Thursday, November 5th**

- ◆ 11am—12pm—Maryland 529 College Savings Plan
- ◆ 2pm—3pm—Brick Bodies

## **Friday, November 6th**

- ◆ 11am—12pm—Health Advocate
- ◆ 1pm—2:30pm—Open Office Hour with Human Resources

## **Monday, November 9th**

- ◆ 2pm—3:30pm—United Healthcare

# Open Enrollment Schedule cont.

## November 2<sup>nd</sup> – 16<sup>th</sup>

### Tuesday, November 10th

- ◆ 9am—10:30am—Open Office Hour with Human Resources
- ◆ 2pm—3pm—First Financial Federal Credit Union

### Wednesday, November 11th

- ◆ 11am—12pm—Verizon Fios
- ◆ 2pm—3pm—Health Advocate
- ◆ 3pm—4pm—Wellness Workshop—Essential Oils for the Holidays

### Thursday, November 12th

- ◆ 1pm—2:30pm—Open Office Hour with Human Resources

### Friday, November 13th

- ◆ 11am—12pm—Reliance Standard
- ◆ 2pm—3:30pm—Asset Strategy and TIAA

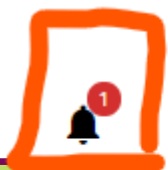
### Monday, November 16th

- ◆ 1pm—2:30pm—Open Office Hour with Human Resources

### Completing your benefit elections in Paycom

You will receive an email on November 2nd from Paycom alerting you that Open Enrollment has started. You can either click on the link in the email, or log into the Employee Self-Service portal at <https://www.paycomonline.com/>

In the upper right-hand corner, you will see a red 1 next to the bell—this means you have a notification—click on the bell, and then open your notification. The system will guide you through the entire process from there.



 LOG OUT

## Upcoming Events

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

- ◆ **November 2—16—Open Enrollment**—Detailed Schedule with links to attend is attached to this email
- ◆ **November 11th—Essential Oils Workshop— Sprays & Holiday Scents**  
Participants will pick up their supplies ahead of time and the workshop will be conducted via Zoom. **RSVP to [human\\_resources@ndm.edu](mailto:human_resources@ndm.edu) by November 4th to reserve your spot!**
- ◆ **November 13th—Manager Training for Paycom**—9am-11am and 12pm-2pm RSVP to [sraum1@ndm.edu](mailto:sraum1@ndm.edu)!
- ◆ **November 24th—Thanksgiving Celebration**—We will have a virtual celebration with Thanksgiving meals available to-go and we will gather on zoom to share what we are thankful for in our lives. Invitations will be sent out soon
- ◆ **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](mailto:human_resources@ndm.edu) by December 7th to reserve your spot!**
- ◆ **December 17th—Annual Christmas Celebration**—More information to come+





*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)

[rsli@acieap.com](mailto:rsli@acieap.com)

<http://rsli.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)

## Did You Know?

During the public health emergency, you are able to do Telehealth Visits with your doctor or therapist with a **\$0 cost-share**.

### What does that mean?

\$0 cost-share means you have NO COPAY when you have a Telehealth Visit and YES, this applies to seeing someone for your mental health!

\$0 cost-share will be in effect until January 20, 2021.

Visit [myuhc.com](http://myuhc.com) for medical doctor Telehealth Visits or talk to your provider about doing your visits virtually.

Don't have a doctor/therapist? Contact the Employee Assistance Program (on pg.3) and let them help you find a provider in the area

## 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](http://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 United HealthCare 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 United HealthCare 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.\*\*





# Calling All Volunteers!

**Do you meditate?  
Would you be interested in facilitating a  
session on meditation?**

We are looking for a few good volunteers to run twice monthly meditation sessions. These will be presented over Zoom and are open to all levels of participants.

Meditation is a great way to relax and reduce stress—and it's easy to learn! If interested in volunteering, contact [sraum1@ndm.edu](mailto:sraum1@ndm.edu).



*Benefits Of*  
**MEDITATION**

-  Reduces pain and enhances the body's immune system.
-  Reduces feelings of depression, anxiety, anger and confusion.
-  Increases blood flow and slows the heart rate.
-  Provides a sense of calm, peace and balance.
-  Helps reverse heart disease.
-  Helps control thoughts.
-  Increases energy.
-  Reduces stress.



## **Important Dates**

Open Enrollment—November 2-16, 2020

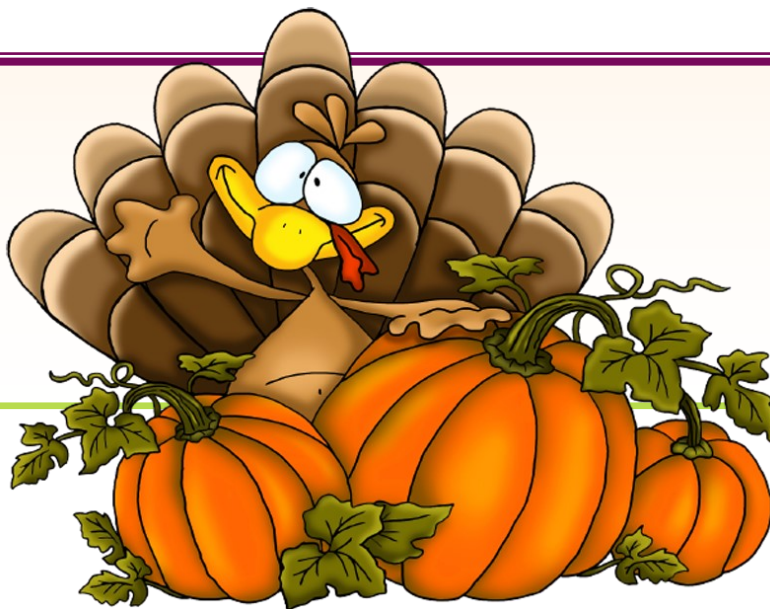
Thanksgiving Holiday—November 25-27, 2020

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



## **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.

# Exciting new offer for employees like you.

verizon<sup>✓</sup>

[verizon.com/connections](http://verizon.com/connections)

## Now is the best time to switch to Fios.

Get an amazing internet and TV experience when you switch to Fios®, the 100% fiber-optic network. And with 99.99% network reliability, you can stay connected to more devices, all at the same time.

## Ordering is easy.

1. Visit [verizon.com/connections](http://verizon.com/connections) to order new services at your employee rate.
2. Select "Check eligibility" to get started.
3. If eligible, you'll receive an email with a personalized ordering link. You must order from [verizon.com/connections](http://verizon.com/connections) to qualify for the employee offer.

Standard setup charge waived (\$99 value) when order is placed through [verizon.com/connections](http://verizon.com/connections).

See reverse side for more information.

## Special employee price for new customers.

Was \$39.99/mo

# \$34.99/mo

w/ Auto Pay + taxes & equip. charges.  
For 200/200 Mbps.

+ Amazon Echo Dot\*

+ Amazon Smart Plug\*



## Want TV?

Get Fios TV Test Drive for \$50/mo  
+ taxes & equip. charges.

**Questions? Please contact:**

**Cricket Lenderking**  
[cricket.lenderking@verizon.com](mailto:cricket.lenderking@verizon.com)