

Human Resources

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Human Resources

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Reminders

Reimbursement Program

The cycle for the Reimbursement Program ends **August 31**, please submit any claims directly to Select Account before this date. Claim forms can be found [here](#).

Summer Student Hiring

If you plan to hire a summer student worker, (a current or a 2010 graduate) you need to fill out an online Summer Work Authorization.

If you plan to hire a non-St. Olaf student for summer work, you need to fill out a (hardcopy) Summer Employment Agreement.

You can access these forms and much more information regarding summer employment via the HR website – <http://www.stolaf.edu/services/hr/> – click on Summer Student Employment.

Statement of Conflict of Financial Interest

All employees are expected to log on to <http://www.stolaf.edu/apps/coi> to review the policy and indicate your response on any current or anticipated conflicts of financial interest.

HR Library

Remember to check out the [HR Library](#) where you can find lots of helpful every day information from the EAP, Delta Dental and much more!

New Faces on the Hill

Returning Employee

Pat Cullen, Equipment Manager & Coach, Exercise Science

Temporary Employees

Lisa Carey, Office Coordinator, Stewardship

Marija Knudson, Lilly Vocational Intern, Center for Experiential Learning

Sara Schleusner, Bookstore Associate, Bookstore



A special thanks to all those involved in yet another successful Celebration Weekend. It takes a lot of hard work by many people to pull off such a great event.

If you have any “cheers, kudos, or thanks” that you would like to include in our next newsletter, please send them to smisekj@stolaf.edu.



Summer Smile Safety



Benefits Corner

Summer is in full swing and with summer activities there are more chances for injuries to teeth. Parents can take precautions to protect their children by providing adequate supervision and safety devices like helmets and mouth guards. Protect yourself. Protect your children. Play hard and play safe.

Keep your smile safe this summer—check out the Smile Discoveries [newsletter](#) for additional information.

View all 50 dental tips at <http://www.deltadentalmn.org> and click on Oral Health Information.



DON'T FORGET!

The deadline to add adult children up to age 26 is June 30. Contact the HR office at x3068 if you have questions.

EAP VitaMin Campaign

This month's topic: Things Every Man Needs to Know

Please take a moment and check out the [HR Library](#) to view this "vital health information in a minute".



EAP Seminars

Healthy Life Tips for Men

The seminar is available on the Cigna website. For instructions on how to access the replay via the web, see the directions on page three.

Click [here](#) for the promotional flyer.

Below are additional documents on healthy life tips for men.

[Healthy Tips PowerPoint](#)

[Healthy Tips Handouts](#)



Sleep Well: How to Get a Good Night's Sleep

Telephone seminar is on Wednesday, June 23 at 2:00 p.m. ET / 11:00 a.m. PT. Please pre-register online at <http://ww4.premconf.com/webbrsvp>. Confirmation code: 3739084



Click [here](#) for the promotional flyer.
Replay passcode: 411904

Below are additional documents on sleeping well.

[Sleep Well PowerPoint](#) [Sleep Well Handouts](#)

All of the EAP seminars are available at any time throughout the year. If you would like to access one within the first two weeks, call 1-888-348-4629 and enter the replay passcode. Otherwise, use the directions below to access the seminars at any time via the Cigna website after the first two weeks.

1. Go to www.cignabehavioral.com
2. Click Login to access your benefits
3. Enter the employer id: stolaf (with no period)
4. Click Visit Our Education & Resource Center
5. Click EAP Telephone Seminars



At this screen, the links from past seminars will be active. When you click on the desired link, an MP3 file will open up for you to listen to, along with other supplemental materials.

If you have issues listening to/viewing a seminar, please contact Jessica at 507-786-3068 or smisekj@stolaf.edu for assistance.



 <p>WELLNESS</p> <p>Tip of the Month</p>	<p>Stay Safe in The Sun This Summer</p> <p>Click here to view a list of practical tips brought to you by the American Cancer Society®.</p> <p>Additional wellness tips can be found here - all of which are from the RJF Agencies June 2010 "Live Well, Work Well" newsletter.</p>
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Campus Conduct Hotline

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline (866) 943-5787.

As always, we welcome any comments, questions, or concerns.

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek