

Campus Connection

FROM MMA'S HUMAN RESOURCES DEPARTMENT



2025 TAX FORMS

W-2 AND 1095-C

If you requested to receive your W-2 by email, they were sent Tuesday, January 21st.

If you requested a mailed copy, they were sent beginning on 1/25/26. If you have not received your W-2 by 2/5/26, please contact Traci Clair in Payroll.

1095-C Health Insurance Coverage Statements will be ready in late February. If you would like to receive a copy of the 1095-C, please contact Traci Clair and she will put you on the list to receive your copy when they are ready.

You have the right to request a copy of your health insurance coverage statement (Form 1095-B or 1095-C) at any time. To request your statement, please contact Traci Clair at traci.clair@mma.edu or call 326-2231. Upon request, we will provide your statement within 30 days.

MMA'S 2026-2027

HOLIDAY CALENDAR

The Academy observes 13 Holidays each year.

Due to the Academic Calendar, not all holidays are observed on their actual calendar date. The Academy Holiday Schedule represents dates upon which MMA will observe holidays in the coming fiscal year.

The Academy Holiday Schedule for the 2026 Fiscal year can be found [here](#).

HR LUNCH

& LEARNS

The HR Department provides monthly, on-site training opportunities for all MMA Faculty and Staff.

Participants who register for the trainings ahead of time will have the cost of their lunch covered through

Each **Lunch & Learn** events is around 45-60 minutes each. These sessions are designed and written by GuidanceResources® internal staff of psychologists and adult learning experts and the trainings provide valuable learning for employees through MMA's GuidanceResources® benefit.

To see a list of upcoming trainings or to register for a session please visit: [Training Opportunities](#)

EMPLOYEE PERK

You can use your MMA library account to borrow from the library collection on campus or request books, DVDs, and more from any library in Maine (and beyond).

MMA employees have access to over 20,000 popular audiobooks and ebooks for **free** through the State of Maine's Download Library using the CloudLibrary app.

Library Staff welcome your questions and are happy to assist with guided tours of electronic resources such as articles from thousands of publications, resources on topics such as auto and small engine repair, or on-campus access to Ancestry.com.



WE ARE HIRING

**We are looking for more
great people like you!**

- Administrative Assistant - Waterfront
- Building & Grounds - Custodian
- Maintenance Technician I, II or III
- Cruise positions - Summer 2026

UPCOMING HR TRAININGS 2026

18 FEB	HOW TO BE MORE ENGAGED AT WORK Leeward Dining Room • 9:30AM
27 MARCH	FEELING STUCK? PRACTICAL WAYS TO GET YOURSELF GOING AGAIN Leeward Dining Room • 11:30AM
22 MAY	BEING A SOCIALLY RESPONSIBLE PERSON Leeward Dining Room • 11:30AM
10 JUNE	10 STRATEGIES FOR IMPROVING YOUR FINANCES Leeward Dining Room • 11:30AM
24 JULY	ACCEPTANCE OF OTHERS Leeward Dining Room • 9:30AM
24 SEPT	HIGH-IMPACT FEEDBACK: ON THE SPOT, ON THE FLOOR Leeward Dining Room • 11:30AM
14 OCT	HOW TO DEAL WITH A DIFFICULT PERSON Leeward Dining Room • 11:30AM
04 NOV	MINDFULNESS: BEING PRESENT IN YOUR WORK AND LIFE Leeward Dining Room • 9:30AM

CPR, FIRST AID & AED TRAINING

Get Certified!!

Feb. 11 th	0900
Mar. 4 th	0900
Apr. 6 th	0900
May 11 th	0900
Jun 10 th	0900

All trainings will be held in the Hall of Fame Room

Learn how to:

- ✓ Perform CPR
- ✓ Basic First Aid
- ✓ Respond in critical situations
- ✓ Handle choking emergencies

Space is limited to 6 people. Register today!!

Contact Campus Safety to Register:

207-326-2479
campussafety@mma.edu

UPCOMING EVENTS

That's Amore! Pizza Party	2/13	11:30 am
Open House "Away From Home"	2/15	
HR Lunch & Learn: How to be More Engaged at Work	2/18	11:30 am
Lunchtime Name That Tune	2/24	11:00 am
Spring Break	3/2 – 3/6	
MMA Closed	3/5 & 3/6	



If you have items you would like included in the monthly HR Newsletter please email nicole.dyer@mma.edu



What is National Cancer Prevention Month? February is National Cancer Prevention Month, a time to spread awareness about cancer prevention, detection, and treatment. It also serves as a reminder to encourage regular screenings for early intervention.

Recommendations for Cancer Prevention

- **Achieve and maintain a healthy weight** - [Maintain your body weight](#) within a healthy range. Consult with your doctor to implement strategies to help you work towards achieving your goals.
- **Follow a healthy eating pattern** - A [healthy eating pattern](#) encompasses foods rich in vitamins and nutrients, a diverse array of colorful fruits and vegetables, and whole grains. Consider reducing or eliminating foods such as red meat, sugary beverages, and highly processed foods from your diet.
- **Engage in regular physical activity** - It's important to know the [health benefits of physical activity](#). To get started, here are some ways that you can [add physical activity to your life](#).
- **It is best not to drink alcohol** - It is advisable to abstain from alcohol consumption, as it ranks as the third most preventable risk factor for cancer, following tobacco use and excess body weight. [Research has shown](#) that even minimal alcohol intake greatly increases the risk of developing at least 7 different types of cancer.
- **Quit Smoking** - Smoking greatly increases your risk of developing various cancers. Regardless of how long you have smoked, [quitting will lower your risk](#). [Find a program](#) that can help you get started today.

Do you need surgery or cancer care?

[Carrum Health](#) makes it easier and less expensive for State of Maine Health Plan members to get the best surgical and cancer care nationwide. To learn more about Carrum Health, please visit the [Office of Employee Health & Wellness website](#).

Sources:

[Mayo Clinic](#)
[American Cancer Society](#)
[U.S. Centers for Disease Control and Prevention](#)

february is Teen Dating Violence Awareness Month.

Every year, [love is respect](#), an education and outreach program of the National Domestic Violence Hotline, uses the month of February to engage and empower teens and young adults to help end dating abuse.

Dating violence is more common than you may think, especially among teens and young adults. In fact, [1 in 3 U.S. teens](#) will experience physical, sexual, or emotional abuse from someone they're in a relationship with before becoming adults. And nearly half (43%) of U.S. college women report experiencing violent or abusive dating behaviors. Each February, young adults and their loved ones nationwide raise awareness about teen dating violence through [Teen Dating Violence Awareness Month \(TDVAM\)](#). This annual, month-long effort focuses on advocacy and education to stop dating abuse before it starts.

This year's TDVAM theme is "Real Love Respects." Chosen by the love is respect National Youth Council, this year's theme cuts through the noise by focusing on what real love should look and feel like. It empowers youths to recognize harmful patterns early and to expect more from love. Because respect is everything, it's earned, it's honest, and it never makes you question your worth. As one love is respect Campus Ambassador said, "Genuine respect goes beyond words; it is shown through actions, patience, and understanding."

[Explore our TDVAM page](#) to view a calendar of events and learn more about this year's theme.

[#RealLoveRespects](#)

Sources:

info@communications.thehotline.org

Life is challenging. We can help.

We're your Living Resources program.

Talk to us for the tools you need to handle any of life's challenges, big or small. **5 sessions per issue, per year.**

Our Services:



Confidential Counseling

- Anxiety, depression, stress
- Grief, loss, life adjustments
- Relationship/marital conflicts



Work and Lifestyle Support

- Child, elder, and pet care
- Moving and relocation
- Shelters, government assistance



Legal Guidance

- Divorce, adoption, family law
- Wills, trusts, estate planning
- Free consultation and discounted local representation
- EstateGuidance® online will preparation tool



Financial Resources

- Financial planning, retirement, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy



Digital Tools and Support

- Immediate connection to counseling, work-life support, and more
- Personalized guided behavioral health and well-being programs
- Interactive articles, videos, on-demand trainings, digital self-care tools
- Accessible resources for anxiety, stress, mindfulness, sleep, and more



Well-Being Support

- One-on-one Well-Being Coaching for positive lifestyle changes
- Improve mindfulness, nutrition, sleep, exercise habits
- Support for smoking cessation, weight management, and more



Explore your program:
Scan for video tour!



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you need it.**

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