

Message from Human Resources



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For more news from the Division of Human Resources, check out the Penn@Work newsletter. Visit www.hr.upenn.edu/penn_work for new and archived issues, and to sign up to receive future editions of Penn@Work via email.

Calendar

April 6	First Day of Open Enrollment
April 7	Keeping Professional in the Midst of Change
April 8	Nutrition and Exercise: Q&A with an Expert
April 8	Diversity Brown Bag—Sexual Harassment Awareness
April 14	Brown Bag Matinee—Focus Your Vision
April 14	Open Enrollment and Health Fair (Houston Hall)
April 15	Open Enrollment Fair (New Bolton Center)
April 16	Models of Excellence Awards Ceremony and Reception
April 17	Last Day of Open Enrollment
April 21	Organic and Natural Foods: The Basics
April 23	Take Our Daughters and Sons to Work Day
April 24	Career Focus Brown Bag—Your Next Job at Penn
April 29	Mentors@Penn Information Session
April 30	Raising Children in a Diverse World

Benefits Open Enrollment is Almost Here

On Monday, April 6, Open Enrollment for the 2009–2010 benefits plan year will begin. That means that from April 6–April 17, you can make any changes you'd like to your benefits package. Enroll in a new healthcare plan, change your pre-tax expense account contribution amount, increase or decrease your life insurance coverage—the choice is yours.

You should be receiving Open Enrollment materials at your home address shortly if you haven't already. Be sure to examine those and visit the Human Resources website at www.hr.upenn.edu to learn about your healthcare coverage options, as well as the changes being made to existing plans in the upcoming plan year. You'll also have the opportunity to gather information about your coverage at this year's Open Enrollment and Health Fair. Visit www.hr.upenn.edu/Quality/Wellness/HealthFair.aspx for more information.

To make changes to your benefits coverage at any time during the Open Enrollment period, visit www.pennbenefits.upenn.edu. If you don't have internet access, or are having problems enrolling online, contact the Penn Benefits Center at 1-888-PENN-BEN (1-888-736-6236), Monday–Friday, 8am–6 pm.



Are You Eligible for a Tax Credit?

If you're currently saving for retirement through Penn's retirement plans or contributing to an Individual Retirement Account (IRA), you may be eligible for a tax credit. Up to \$1,000 of your retirement savings could be returned as a tax credit if you meet certain income limits (see table below) and eligibility requirements.

You must be 18 years of age or older and not a full-time student in order to be eligible for the tax credit. In addition, if you're claimed as a dependent on someone else's tax return, you're not eligible to receive the credit.

Example: Amy contributes \$2,000 to her employer's retirement plan for the 2008 calendar year. Because she's single and her modified adjusted gross income is less than \$16,000, she's eligible for a \$1,000 tax credit. The credit reduces the amount of taxes that she owes (or increases her tax refund) by \$1,000 at tax-filing time.

For more information about the saver's tax credit, visit the Internal Revenue Service's website at www.irs.gov.

Saver's Tax Credit for Calendar Year 2008				
Modified Adjusted Gross Income			Credit %	Maximum Tax Credit*
Married Filing Jointly	Head of Household	Single		
\$0–\$32,000	\$0–\$24,000	\$0–\$16,000	50%	\$1,000
\$32,000–\$34,500	\$24,000–\$25,875	\$16,000–\$17,250	20%	\$400
\$34,500–\$53,000	\$25,875–\$39,750	\$17,250–\$26,500	10%	\$200

* The maximum contribution taken into account for an individual is \$2,000.
Source: Internal Revenue Service

Nutrition Workshops

If you're like most people, you have plenty of questions about nutrition: What should I eat before and after a workout? How can I choose smarter, healthier foods at the grocery store or in a restaurant? Which vitamins should I be taking, if any? Get answers to these questions and more when you join Human Resources for an ongoing series of nutrition workshops. For more information about the workshops and to register, visit www.hr.upenn.edu/quality/wellness/workshops.aspx or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.

Nutrition and Exercise: Q&A with an Expert

April 8; 12pm–1pm; free

It's no surprise that nutrition and exercise are vital to a healthy lifestyle. In this dynamic workshop, you'll learn how nutrition and exercise promote healthful aging, fitness, performance, and weight management. The Q&A will emphasize the benefits of healthy eating, healthful thinking, and how to stay fit. Learn what a nutritious diet entails and how to recognize and change poor eating habits. You'll also receive great recommendations for how to maintain a happy, healthy lifestyle. This workshop will be led by Stella Volpe, PhD, RD, LD/N, FACSM, Associate Professor of Nutrition, School of Nursing.



Organic and Natural Foods: The Basics

April 21; 12pm–1pm; free

It's easy to be tempted by colorful packaging and alluring foods while in the grocery store. But how do you know if you're buying nutritious food? Join us for a free lunchtime workshop where we'll discuss how to make the best choices when shopping for food. Topics will include how to read a food label, the differences between organic and non-organic foods, the true definition of natural foods, and many other tips for leaving the store with healthy food. This workshop is sponsored by Human Resources and will be led by Karen Wagner, MS, RD, LDN, Clinical Nutrition Specialist, Abramson Cancer Center.

Professional and Personal Development

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources! You can pre-register for programs by visiting the online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Diversity Brown Bag—Sexual Harassment Awareness

April 8; 12pm–1pm; free

As an employer and as an educational institution, Penn is committed to eradicating sexual harassment. Sexual harassment in any context is reprehensible, and it is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence. This program will familiarize you with Penn's sexual harassment policy and with your responsibility to create and maintain a respectful workplace, free of inappropriate behavior or conduct that could be construed as prohibited harassment.

Brown Bag Matinee—Focus Your Vision

April 14; 12pm–1pm; free

Take a virtual vacation from your desk as you travel with former National Geographic photographer Dewitt Jones in this video presentation. *Focus Your Vision* creatively uses the striking photographic work of Jones to teach us the importance of direction and purpose as we set goals to accomplish in our personal and professional lives. You will learn seven concepts that are key to focusing successfully through this innovative and unusual training film.



Career Focus Brown Bag—Your Next Job at Penn

April 24; 12pm–1pm; free

This workshop will focus on strategies for finding your next job at Penn. Using both formal and informal job search methods will help you maximize your opportunities. We'll talk about clarifying your goals, networking and how to focus on your strengths and skills in your resume. Whether you are looking to change direction in your career or move up to your next challenge, an attractive and effective resume is a must.

Mentors@Penn Information Session

April 29; 12pm–1pm; free

Mentoring provides many benefits and opportunities, whether you are a mentor or mentee. Through a mentoring relationship, you can learn and grow, increase your own job satisfaction, and focus on your professional and career goals. At this information session, you'll learn more about the program and find out how to apply.

Quality of Worklife Workshops

Dealing with the demands of work and your personal life can be challenging. These free workshops, sponsored by Human Resources and led by experts from Penn's Employee Assistance Program and Quality of Worklife Department, offer information and support for your personal and professional life challenges. Pre-registration is required. You are welcome to bring a brown bag lunch to the session. For more information or to register, visit www.hr.upenn.edu/coursecatalog or contact Human Resources at 215-573-2471 or kenne@upenn.edu.

Keeping Professional in the Midst of Change

April 7; 11:30am–1pm; free

Change is a constant theme in the life of every organization. But it can also bring uncertainty and stress for those who don't adapt well to change. This seminar will provide you with strategies to help you cope with change in order to thrive in the business world. You'll learn specific skills for optimizing and maximizing opportunities that arise from organizational change. You'll also gain a better understanding of how to manage your emotions in order to make change work for you.

Raising Children in a Diverse World

April 30; 11:30am–1pm; free

Many parents often find themselves wondering how best to prepare their children to live in an increasingly diverse world. This seminar will focus on present-day diversity and how it has changed the world-view for children. You'll also learn how ideas about diversity vary in both adults and children.



Take Our Daughters and Sons to Work Day

At Penn, we understand the importance of raising a family and providing children with positive and productive experiences early on. That's why we take the opportunity each year to host Take Our Daughters and Sons to Work Day—an annual event that encourages, inspires and introduces youngsters to the workplace.

Take Our Daughters and Sons to Work Day will take place this year on Thursday, April 23. Faculty and staff will have the opportunity to bring children ages 9–15 to Penn's campus to enjoy an exciting array of activities.

Registration for the event will begin on Thursday, April 9 at 8am. Some of the activities planned this year include:

- Exploring the Penn Museum
- Cupcake decorating
- Career discovery
- Rock climbing
- Nutrition lessons: Eat This or Eat That?
- Touring Penn's Robotics Lab in the School of Engineering and Applied Science
- Visiting WXPN, Penn's public radio station
- Physics lesson on static electricity
- Science experiments with the Society of Women Engineers

You'll also have the opportunity to stop by the PennCard Center and get a free, specially-designed souvenir Penn KidsCard to commemorate your day on campus. The PennCard Center will take your child's photo and print his or her very own KidsCard while you wait. The cards come in two designs: one for younger kids and one for older kids.

Keep in mind that **pre-registration is required to attend the activities**. Participants must have supervisory approval and accompany their young guests to all activities. **Registration will begin at 8am on April 9.**

Visit www.hr.upenn.edu/Quality/TakeOurKidstoWork.aspx for more information, or contact Human Resources at 215-898-0380 or qowl@hr.upenn.edu.



Finalists Chosen for Model Supervisor Award

Penn's success as a world-renowned institution is reflective of the talent, creativity and dedication of all who work here. Because staff members play an important role in this process, the Models of Excellence Program is held annually to honor and recognize those individuals who embody the University's standards for model staff members and supervisors.

Established in 2007, the Model Supervisor Award is given annually to an outstanding Penn supervisor who demonstrates exemplary supervisor behaviors and serves as an outstanding role model for others to emulate.

The Division of Human Resources is pleased to announce the finalists for the 2009 Model Supervisor Award. They are:

- Patricia Brennan, Director of Special Services, Public Safety
- John Gustafson, Assistant Manager Transportation Services, Transportation and Parking, Business Services
- Melissa von Stade, Director of Development, Morris Arboretum, Alumni & Development Relations

The Model Supervisor Award winner will be announced live at the Models of Excellence Awards Ceremony by President Gutmann. For more information about the Models of Excellence Program, including the Model Supervisor Award, visit the Human Resources website at www.hr.upenn.edu/Quality/Models.

Join us at this year's awards ceremony as we celebrate ten years of honoring Penn's incredible staff members and their accomplishments! The ceremony and reception will be held on April 16 from 4:30pm–6:30pm at the Annenberg Center. For more information or an invitation to the ceremony, contact Human Resources at QOWL@hr.upenn.edu or 215-898-1012.



Don't forget to check out other University resources that include important information from the Division of Human Resources!

Penn@Work: www.hr.upenn.edu/Penn_Work

Almanac: www.upenn.edu/almanac/

EVP Newsletter: www.evp.upenn.edu/news/docs/Newsletter.html

Penn Digest: www.upenn.edu/pennnews/digest/faculty_staff/#section_32