

# 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](http://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

January 6	Men's Basketball: Penn vs. Lafayette
January 15	Brown Bag Matinee—The Abilene Paradox
January 22	Unlocking the Secrets of the Penn Library
January 28	Sleep Apnea Basics
January 30	Career Focus Brown Bag—Growing in Place
January 30	Women's Basketball: Penn vs. Harvard
February 5–6	American Management Association Program—Strategies for Developing Effective Presentation Skills
February 7	Wrestling: Penn vs. Brown/Harvard

## Worklife Resources

We know that balancing work, life and family is a priority for everyone. But it often feels like there's not enough time in the day to make all of the decisions that need to be made. From how much your credit card payment should be this month to how to find reliable, affordable child care to where you should go to dinner on Saturday night—it seems like every time you turn a corner, another decision is waiting for you. Wouldn't it be nice for some assistance with it all? Well, as a Penn faculty or staff member, help is right at your fingertips!

Worklife Resources is a free and confidential, 24-hour a day service that provides you with easy access to a wealth of information and support for your everyday needs and goals. The website includes resources that address every aspect of life, from family, health, financial and legal issues to household, dining, travel and entertainment options. Whether you're looking for a local veterinarian, in search of some coupons to cut down on your grocery costs, or in need of an attorney to help resolve a legal issue, Penn's Worklife Resources will have the answers you're looking for.

You can also call for additional assistance. Phone center counselors can help you determine exactly what you're looking for, even when you're not completely sure yourself. Counselors can help identify space availability when it comes to finding child or elder care services that meet your family's needs. You can even arrange for some free, over-the-phone financial consultation and basic legal services.



Penn's Worklife Resources are provided through Penn Behavioral Health. For more information about Worklife Resources, visit the Human Resources website at [www.hr.upenn.edu/Quality/Worklife/Dependent.aspx](http://www.hr.upenn.edu/Quality/Worklife/Dependent.aspx) or call 1-888-321-4433.

## Is Your Mailing Address Up to Date?

Now that we've begun a new calendar year, it's a good time to make sure your permanent mailing address is up to date. Please help us ensure that all of your correspondence is received in a timely manner by double-checking the accuracy of your address on file. To view and/or change your address information, visit the U@Penn website at [www.upenn.edu/u@penn](http://www.upenn.edu/u@penn) or contact your Business Administrator.



## Your Body: From Head to Toe...

Taking care of your health means being well-informed, well-prepared, and capable of making good choices when it comes to your body. This series of workshops, led by physicians and health experts from the University of Pennsylvania and the Health System, will address various health issues from head to toe and steps you can take to maintain a healthier lifestyle.

Pre-registration is required for these workshops, which are sponsored by Human Resources. You are welcome to bring a brown bag lunch to the sessions. For more information and to register, visit [www.hr.upenn.edu/coursecatalog](http://www.hr.upenn.edu/coursecatalog) (select "Health Promotions" from the "Browse by Category" menu) or contact Human Resources at 215-898-5116 or [suzsmith@upenn.edu](mailto:suzsmith@upenn.edu).



### *Sleep Apnea Basics*

January 28; 12pm–1pm; free

Sleep apnea is a disorder that affects about 18 million Americans and has the potential for serious and even fatal complications. People with sleep apnea actually stop breathing for brief periods of time while asleep—sometimes up to 30 times or more per hour! This workshop will educate participants on how sleep apnea occurs, its common symptoms, risks when sleep apnea is left untreated, and treatments that are available. This workshop is led by Dr. Indira Gurubhagavatula, MD, Assistant Professor of Medicine, Veteran's Administration Medical Center, Division of Sleep Medicine, University of Pennsylvania School of Medicine.

## 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/default.aspx](http://www.hr.upenn.edu/coursecatalog/default.aspx) or by contacting Learning and Education at 215-898-3400.

### *Brown Bag Matinee—The Abilene Paradox*

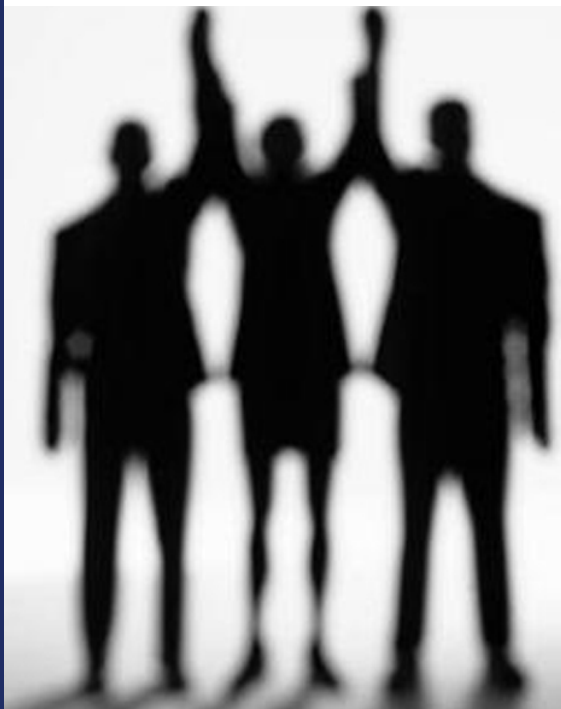
January 15; 12pm–1pm; free

Have you ever said "yes" to a proposed group decision when you really wanted to say "no"? This video will show you how common—and costly—it is to support group plans that you really don't believe in. You'll also learn how to create a work environment where people are free to disagree and encouraged to voice their true opinions.

### *Unlocking the Secrets of the Penn Library*

January 22; 12pm–1:30pm; free

Discover the ways the Library can work for you. Learn how to access over 10,000 electronic journals and reference sources, get personalized research assistance, or simply take out the latest New York Times bestseller. This session includes a 30-minute walking tour of Van Pelt Library. Participants are welcome to attend just the informational session.



### *Career Focus Brown Bag—Growing in Place*

January 30; 12pm–1pm; free

This workshop will teach you strategies for capitalizing on the opportunities available to you in your current job. You'll learn about ways to grow on the job so you don't outgrow the job, how to set goals for yourself in your current role, how to work with your manager to utilize all of your skills, and when and why to consider lateral moves.

### *American Management Association Program—Strategies for Developing Effective Presentation Skills*

February 5 and 6; 9am–5pm; \$75

This two-day program will provide you with the skills to deliver clear, informative, memorable and convincing presentations. Learn by doing as you receive ongoing, personalized feedback on three live presentations. Subjects to be addressed include determining your objectives in giving a presentation, balancing verbal and nonverbal messages, developing and organizing presentation content, rehearsing and using notes, reducing and channeling nervousness, using visual aids, handling questions and more.

## Faculty and Staff Appreciation Nights

The Department of Athletics and the Division of Human Resources are pleased to offer Penn faculty and staff discounted tickets for some exciting Penn athletic events. Show your red and blue pride and come out to cheer on the Quakers! Limit 4 tickets per faculty/staff member with PennCard ID. To purchase tickets in advance, visit the Athletic Ticket Office, Weightman Hall, 33rd St. between Walnut and Spruce with your PennCard, or purchase tickets online using the promotional code: MBB STAFF. You can also buy tickets at the Palestra on the night of the game by presenting your PennCard.



### **Men's Basketball: Penn vs. Lafayette**

Date: Tuesday, January 6, 2009

Time: 7pm

Cost: Upper end tickets are half price at \$7 with PennCard

### **Women's Basketball: Penn vs. Harvard**

Date: Friday, January 30, 2009

Time: 7pm

Cost: Free admission with PennCard

### **Wrestling: Penn vs. Brown/Harvard**

Date: Saturday, February 7, 2009

Time: 12pm

Cost: Tickets \$1 with PennCard

Promotions are usually available for football, volleyball, field hockey, wrestling, and men's and women's basketball games as well. Visit the Department of Athletics website at [www.pennathletics.com](http://www.pennathletics.com) for more information.

## Benefits from A to Z

Penn is frequently cited as an outstanding employer thanks to its excellent benefits and work environment. But do you know everything there is to know about the benefits available to you?

From a competitive retirement program and comprehensive healthcare options to health promotion and wellness services and tuition assistance, we want to ensure you're taking advantage of the wealth of opportunities and resources available to you here at Penn!

### **Tax-Deferred Retirement Plan**

You can take advantage of saving for your retirement on a pre-tax basis through Penn's retirement plans. In 2008, employees under the age of 50 could contribute up to \$15,500, and employees age 50 and older could contribute up to \$20,500. For 2009, those limits have increased to \$16,500 and \$22,000, respectively. For more information, visit our website at [www.hr.upenn.edu/Benefits/Retirement](http://www.hr.upenn.edu/Benefits/Retirement).

### **Quality of Worklife**

The Employee Assistance Program, annual health fairs, length of service awards and a variety of health promotion programs are only a few of the resources available to help promote a positive and productive work environment, and keep you happy both on and off the job. You can learn more about these staff resources at [www.hr.upenn.edu/Quality](http://www.hr.upenn.edu/Quality).

### **Medical, Dental, Vision and Life Insurance**

Penn offers a wide variety of benefit options to help protect the health and welfare of you and your family. Visit the Benefits department website at [www.hr.upenn.edu/Benefits](http://www.hr.upenn.edu/Benefits) to learn more about the types of coverage available to you.

### **Tuition Assistance**

You and your family can capitalize on Penn's tuition assistance benefits. Penn even provides a tuition assistance program for eligible faculty and staff members whose children attend other colleges and universities. For more information about tuition benefits, visit our website at [www.hr.upenn.edu/Benefits/Tuition](http://www.hr.upenn.edu/Benefits/Tuition).

To learn more about these and other benefits, visit the Human Resources website at [www.hr.upenn.edu](http://www.hr.upenn.edu), or contact us at [askhr@hr.upenn.edu](mailto:askhr@hr.upenn.edu) or 215-898-7281.

