

Message from Human Resources



Table of Contents June 1, 2009

- » 2009 Model Supervisor Award Winner
- » Deadline to Apply for Summer Term Tuition Benefits
- » New Benefits Plan Year Starts July 1
- » Professional and Personal Development
- » Keep Your Life Insurance Beneficiaries Up to Date
- » New ID Cards for PENNCare/Personal Choice PPO Members
- » Still Have Money in Your Pre-Tax Expense Account?
- » Penn Honored for Diversity in the Workplace
- » Exciting New Discounts for Faculty and Staff

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

June 6	Penn presented with the 2009 Vision Award for diversity in the workplace
June 9–10	The Penn Perspective
June 15	Deadline to apply for summer term tuition benefits
June 17	Brown Bag Matinee—Who Says We Can't Do It!
June 24	Career Focus Brown Bag—Leaving Your Job and Moving on Professionally
June 30	2008-09 benefits plan year ends
July 1	2009-10 benefits plan year begins
September 30	Deadline for submitting pre-tax expense account claims for the 2008-09 plan year

2009 Model Supervisor Award Winner

Penn's reputation for excellence is reflective of the talented and energetic people who work here. Each year, the Models of Excellence Program and the Model Supervisor Award honor outstanding staff member achievements and recognize a select group of Penn supervisors for excellence in leadership.

While the winners of the Models of Excellence Award are announced prior to the annual awards ceremony, the Model Supervisor announcement carries a sense of Oscar-like excitement since the winner is revealed live at the awards ceremony. At this year's Models of Excellence Ceremony on April 16, the Model Supervisor Award was presented to Pat Brennan, Director of Special Services in the Division of Public Safety. She received a symbol of appreciation and a \$500.00 cash award in honor of this recognition. Pat was selected from three finalists for the 2009 Model Supervisor Award, each of whom was nominated for their outstanding supervisory qualities.

The two other finalists this year were John Gustafson, Assistant Manager for Transportation and Parking in the Business Services Division and Melissa von Stade, Director of Development for Development and Alumni Relations, both of whom also received a symbol of appreciation and a \$250.00 cash award.

For more information about the Models of Excellence program, including the 2009 honorees as well as staff members recognized over the last ten years, visit the Human Resources website at www.hr.upenn.edu/quality/models.

On this site, you can also watch commemorative videos celebrating the 10th anniversary of the Models of Excellence Program.



2009 MODEL SUPERVISOR

Pat Brennan, Director of Special Services, Public Safety

Deadline to Apply for Summer Term Tuition Benefits

Are you or your dependents taking advantage of Penn's tuition benefits for the Summer 2009 term? If so, be sure to request payment for the tuition benefit for the 6-week Summer Session I or the 12-week Summer Evening Session by June 15, 2009. It's important to remember that if you don't put in your request by the deadline, you will assume responsibility for any charges or penalties.

Even if you're currently receiving tuition benefits, payments are not automatically made for future terms, so you need to apply online for tuition benefits each term. Use the online tuition management system on the Human Resources website at www.hr.upenn.edu/tuition to request tuition benefits, review current and past requests for payment, and view pending payments.



New Benefits Plan Year Starts July 1

Now that Open Enrollment is over, remember that any changes you made to your benefits elections will take effect on July 1, 2009.

Even if you didn't make any changes, new deduction rates will still apply for the new plan year. New rates for your existing medical,

dental, vision and life insurance plans will be reflected in your June paycheck, and new contributions for the Pre-Tax Expense Accounts will begin in July. Visit the Human Resources website at www.hr.upenn.edu/benefits to view rates for the new plan year.



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.

The Penn Perspective
June 9-10; 9am-4:30pm; \$75

Penn's commitment to education and research is rooted in a long history that goes back over two centuries. Combine this with its spirit of innovation and service, and you have a complex institution with a worldwide reputation for excellence. Ever wonder what it takes to keep the University running so well for so long? Well now you can find out. The Penn Perspective is a two-day event where the University's academic and administrative leadership discuss the complexities of Penn and what keeps the University running from one day to the next. You'll have the opportunity to interact with other members of the Penn community and get a better understanding of the role you play at Penn.

Brown Bag Matinee—Who Says We Can't Do It!

June 17; 12pm-1pm; free

From his battle with cancer to multiple victories in the Tour De France, Lance Armstrong's story is one of perseverance and triumph. Now, you can benefit from his story too! This inspirational training film will help motivate and inspire you to overcome even the greatest challenges you face. Learn how setting goals, teamwork, and leadership are critical to success in your personal and professional life. You'll leave this program with a sense of determination that has you thinking positively about virtually any goal.

Career Focus Brown Bag—Leaving Your Job and Moving on Professionally

June 24; 12pm-1pm; free

There's a lot to consider when you decide to transition into a new job. From salary requirements to the type of work you'll be doing to potential growth opportunities, this workshop will help prepare you for moving up to your next job at Penn or elsewhere. You'll learn strategies for leaving a position professionally, how to notify others, and leaving your job in proper shape for someone else.



Keep Your Life Insurance Beneficiaries Up to Date

It's natural for you to worry about how your loved ones would fare if something were to happen to you. How will bills get paid? Will my family have financial security? These are just a few of the questions you may ask yourself when forced to imagine a sudden life changing event.

In order to alleviate these and other concerns, it's important to keep your life insurance beneficiary information up to date. Your life can take a different turn at any moment, whether it be from marriage, divorce, birth, adoption, or death. All of these events may impact your choice of a life insurance beneficiary. Or you may have simply changed your mind about your beneficiary preferences. In any case, you should review your life insurance beneficiary information regularly to ensure it reflects your current preferences.

Updating your beneficiary information online is quick and easy. To review or change your designation, visit www.pennbenefits.upenn.edu. Log on with your PennKey and password, select the "Update Life Insurance Beneficiary" option, and the online system will walk you through the enrollment process.

If you have any questions, you can contact the Penn Benefits Center at 1-888-PENN-BEN (1-888-736-6236).

Did You Know?

New ID Cards for PENNCare/Personal Choice PPO Members

All faculty and staff enrolled in the PENNCare/ Personal Choice PPO medical plan will be receiving new member ID cards for the new plan year which starts on July 1.

Independence Blue Cross has issued a new prefix that will precede the member ID number on the front of your card. Any dependents covered under your plan will also receive replacement ID cards using the new prefix.

New ID cards will be mailed in July. When you receive yours, be sure to immediately destroy your old card and begin using the new one. If you don't receive a new ID card, contact Independence Blue Cross at 215-241-2990.



Still Have Money in Your Pre-Tax Expense Account?

If you have an unused balance in your Pre-Tax Expense Accounts (Health Care or Dependent Care), you should keep some important dates in mind. Due to an IRS regulation known as "Use It or Lose It", if you don't use the full balance in your account each plan year, you lose that unused money.

Penn's plan year runs from July 1–June 30 of each year. The money you contribute to the Pre-Tax Expense Accounts during each plan year can only be used for expenses incurred within certain dates (see table below). Keep in mind that the expenses must be incurred while you are actively participating in the accounts.

Visit the Human Resources website at www.hr.upenn.edu/benefits/pretax for more information on the Pre-Tax Expense Accounts including listings of eligible expenses and instructions on how to file a claim. You can also call the Penn Benefits Center at 1-888-PENNBEN (1-888-736-6236), Monday through Friday, 8am–6pm.

Account Type	Plan Year	Timeframe to Incur Expenses	Deadline to Submit Claims
Health Care and Dependent Care	July 1, 2008–June 30, 2009	July 1, 2008–September 15, 2009	September 30, 2009
Health Care and Dependent Care	July 1, 2009–June 30, 2010	July 1, 2009–September 15, 2010	September 30, 2010

Penn Honored for Diversity in the Workplace

Penn has been selected as the inaugural recipient of the Urban League of Philadelphia's Vision Award—an award created to honor institutions that demonstrate the value of diversity and inclusion.

Penn is being recognized for our commitment to workforce diversity and economic inclusion as well as the impact we've had on the University, the West Philadelphia community, and the entire region.

Penn collaborates with local communities to increase employment opportunities by improving job skills and workforce capacity, to support small businesses through the procurement of locally-provided products and services, and to ensure that a certain percentage of minority- and women-owned construction vendors participate in large campus development projects.

The 2009 Vision Award will be presented to the University on June 6 at the Urban League's Equal Opportunity Gala at the Philadelphia Marriott Hotel.



Exciting New Discounts for Faculty and Staff

If you're looking for ways to have fun without breaking the bank, two new discount programs available to faculty and staff at Penn may be right up your alley. You and your family can now enjoy discounts at three local Six Flags theme parks as well as the Philadelphia Museum of Art.

Excitement-seekers can enjoy savings of up to

50% off the regular price at Great Adventure, Hurricane Harbor and Wild Safari when you buy tickets or a season pass online. You'll have discounted access to rollercoasters, water slides, exotic animals and much more. Visit

www.hr.upenn.edu/Programs/SixFlags.aspx for more details or to purchase tickets.

For a more relaxing escape, you can browse through priceless works of art at a discount. Become a member of the Philadelphia Museum of Art, and you'll benefit from 52 weeks of free admission, plus free tickets to special exhibitions, discounted rates at the museum store and restaurant, and more. Visit www.hr.upenn.edu/Programs/PhilaMuseum.aspx for information and instructions on how to join.

If you have questions or would like more information, contact the Division of Human Resources at 215-573-2471 or kenne@upenn.edu.



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