

# 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

October 1	Funeral planning services benefit takes effect
October 2	Deadline for ordering Penn Family Day tickets via intramural mail
October 5	Deadline for ordering Penn Family Day tickets in person at the Athletic Ticket Office
October 6	New Baby Benefit Workshop
October 7	Peripheral Nerve Disorders and Neuropathy: What You Need to Know
October 7–9	Flu shots available on campus
October 10	Penn Family Day
October 12	Flu shots available on campus
October 13	Embracing Aging: How to Age Gracefully
October 15	Effective Communicating Strategies with Your Toddler and School Age Child
October 18-24	National Save for Retirement Week
October 19-25	National Drug-Free Work Week
October 21	The Sandwich Generation Survival Guide
October 28	Effective Communicating Strategies with Your Teen and Adult Children
November 12	Deadline to submit nominations for Models of Excellence and Model Supervisor Awards
December 2	Penn Certificate Program in Administrative Excellence begins

## 2010 Models of Excellence Program

It's no secret that Penn staff members go above and beyond the call of duty every day. From exemplary leadership to innovative thinking to extraordinary customer service, Penn's success is a reflection of those who work here—and now it's time to recognize those individuals.

The Models of Excellence Program honors staff accomplishments that reflect initiative, leadership, collaboration, and a deep commitment to service. If you know fellow colleagues who have contributed to Penn's success, nominate them for a Models of Excellence Award. If you know of an outstanding supervisor, nominate him or her for the Model Supervisor Award. All nominations for this year's program are due by **Thursday, November 12, 2009**. For more information on the Models of Excellence Program, including how to submit a nomination, visit the Division of Human Resources website at [www.hr.upenn.edu/Quality/Models](http://www.hr.upenn.edu/Quality/Models) or contact Human Resources at 215-898-1012.



## Penn Certificate Program in Administrative Excellence

If you're an administrative professional looking to enhance your skills, consider enrolling in the Penn Certificate Program in Administrative Excellence. Offered annually, the 2009 Penn Certificate Program in Administrative Excellence will begin in December.



This multi-session, cohort-based program is targeted for frontline, support and administrative staff. Topics will include office organization, communication skills, time and stress management, and more. You'll also learn about succeeding in the decentralized Penn environment, building your network and clarifying your individual career plan. For more information and to register, visit the online course catalog at [www.hr.upenn.edu/coursecatalog](http://www.hr.upenn.edu/coursecatalog).

## Seasonal Flu Shots

Having the flu is never pleasant. To help you prepare for this year's flu season, the Division of Human Resources is again partnering with Occupational Medicine to provide seasonal flu shots on campus at a discounted cost for full- and part-time Penn faculty and staff. You must pre-register online to receive a flu shot.

While the seasonal flu vaccine is an important measure you can take to protect your health, keep in mind that it does not provide specific protection against novel H1N1 influenza. The University has spent the summer months making preparations to handle any potential outbreak of novel H1N1 flu on campus. For more information on how Penn is preparing for pandemic flu, visit the flu prevention and preparedness website at [www.upenn.edu/flu](http://www.upenn.edu/flu).

### When can I get a seasonal flu shot?

Wednesday, October 7, 10am–2pm  
 Thursday, October 8, 10am–2pm  
 Friday, October 9, 10am–2pm  
 Monday, October 12, 10am–2pm

### How do I pre-register for a seasonal flu shot?

Pre-registering is easy—just visit the Division of Human Resources website at [www.hr.upenn.edu/quality/wellness/flushots.aspx](http://www.hr.upenn.edu/quality/wellness/flushots.aspx) and follow the step-by-step instructions. You can register up until the day before the date you select. But time slots fill up quickly, so we encourage you to pre-register as soon as possible. The first and last time slots typically fill up most quickly, so try selecting some time in the middle for easier registration. If you arrive during the middle of your scheduled time slot, your wait time may be shorter.

### Where can I get a seasonal flu shot?

On-campus seasonal flu shots will be administered at four convenient locations—the School of Engineering and Applied Science (SEAS), the Wharton School, the School of Nursing, and the School of Design. You'll see the exact locations when you pre-register online.

### What do I need to bring to the seasonal flu shot site?

You'll need to bring the following items with you in order to receive a seasonal flu shot:

- **\$22.00 cash** (You may be eligible to receive reimbursement from your health care provider. Health insurance and pre-tax expense account reimbursement information will be available at each flu shot site.)
- Your **PennCard**
- Your **confirmation sheet** from the online registration process

Remember to wear clothes that provide easy access to your upper arm.

### CVS and Walgreens Flu Immunization Program

CVS MinuteClinics and Walgreens Take Care Clinic are partnering to provide a comprehensive flu immunization program. You can contact each clinic directly for hours and participating locations. Costs of the flu shots may vary depending on your insurance provider. Visit the Human Resources flu shot program website at [www.hr.upenn.edu/quality/wellness/flushots.aspx](http://www.hr.upenn.edu/quality/wellness/flushots.aspx) for more information.

### General Information About H1N1 Influenza

Considering the international outbreak of novel H1N1 influenza, the planning process for this year's flu season has been more extensive than in previous years. The University spent the summer months making preparations to handle any potential outbreak of novel H1N1 flu on campus.

While the seasonal flu vaccine is an important measure you can take to protect your health, it does not provide specific protection against novel H1N1 influenza.

To learn more about how the University is preparing for novel H1N1 influenza and other information about the flu in general, visit [www.upenn.edu/flu](http://www.upenn.edu/flu). You can also learn more about the importance of seasonal flu shots by watching Penn Health System's educational video, Baby Be Wise—Immunize!, on YouTube at [www.youtube.com/watch?v=ruGgZbAVnko](http://www.youtube.com/watch?v=ruGgZbAVnko).

### Questions?

If you have questions about the flu shot program or the pre-registration process, contact the Division of Human Resources at 215-898-5116 or [suzsmith@hr.upenn.edu](mailto:suzsmith@hr.upenn.edu).



## New Benefit for Funeral Planning Services

Losing a loved one is never easy. We could all use a little help when dealing with the death of a family member. That's why Penn is now offering a new benefit to help you prepare for one of life's most difficult moments.

Whether you're anticipating the loss of a family member in the future, or the time has already come to say goodbye to a loved one, planning a funeral can be emotionally and financially trying. To help ease the impact, Aetna, the University's life insurance carrier, is partnering with Everest to provide pre-planning and at-need funeral and concierge services. Faculty and staff who are enrolled in any of the University's life insurance plans are eligible for this benefit. You and your spouse, partner or children will have access to 24-hour a day advisor assistance throughout the funeral process—at no extra cost. You can also access services for your parents, in-laws or other relatives through Everest at a fee.

Whether you need a price comparison report for local funeral homes, family support, online planning tools, or even help with negotiating funeral home costs, everything you need to make informed decisions will be right at your fingertips. This new benefit is available as of October 1, 2009. For more information about Everest or to create an online profile and use their planning tools, visit their website at [www.everestfuneral.com/aetna](http://www.everestfuneral.com/aetna), and enter the Enrollment Identification Code: AETNA0003.

In the meantime, Penn already provides resources to help you cope with the loss of a loved one. The Employee Assistance Program provides 24-hour a day support and access to one-on-one assistance for many personal and professional life challenges, including bereavement. Learn more by visiting the Human Resources website at [www.hr.upenn.edu/Quality/Wellness/EAP.aspx](http://www.hr.upenn.edu/Quality/Wellness/EAP.aspx). You can also take advantage of Penn's Worklife Resources, a free and confidential service that provides easy access to support for your personal needs. Visit the Worklife Resources website at [www.hr.upenn.edu/Quality/WorkLife/Resources.aspx](http://www.hr.upenn.edu/Quality/WorkLife/Resources.aspx) for more information.



## 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 sessions. For more information or to register, visit the online course catalog at [www.hr.upenn.edu/coursecatalog](http://www.hr.upenn.edu/coursecatalog) or contact Human Resources at 215-573-2471 or [kenne@upenn.edu](mailto:kenne@upenn.edu).

### New Baby Benefit Workshop

October 6; 11:30am–1pm; free

Bringing home a new child is a special time in every parent's life. But it's also a time for making important decisions. That's why it's useful to understand the full array of benefits Penn offers to help get your family off to the right start—from time off to financial support to worklife resources. This program, facilitated by experts in Human Resources and the Provost's Office, will show you how to make the most of these benefits.

### Effective Communicating Strategies with Your Toddler and School Age Child

October 15; 11:30am–1pm; free

As a parent, it's not always easy to communicate effectively with your child. But this workshop can help. You'll learn about common issues that parents of young children face and how to address them. Whether you live in a blended, single-parent, or so-called traditional household, this program will teach you the basics about child development, socialization, and education, as well as how to set limits and boundaries.

### The Sandwich Generation Survival Guide

October 21; 11:30am–1pm; free

Raising a family can be incredibly rewarding. But it can also take a toll on your emotional wellbeing, especially if you're a member of the "sandwich generation"—providing simultaneous care for both your aging parents and your children. If you're wondering how best to handle the competing demands of children and parents, this workshop can help. Learn time management techniques and strategies to care for children and the elderly. You'll get a better understanding of how to support the different generations in your family without neglecting your own needs and priorities.

### Effective Communicating Strategies with Your Teen and Adult Children

October 28; 11:30am–1pm; free

Do you ever have trouble connecting with your teenage child? This program will teach you how to establish and maintain meaningful levels of communication with your child. Topics will focus on confronting feelings, accepting challenges, changing the covenant, communication methodologies, dealing with difficult subjects, spirituality and religion, and sex and sexuality.



## Your Body: From Head to Toe—Part 2

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 the Human Resources online course catalog at [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).

### *Peripheral Nerve Disorders and Neuropathy: What You Need to Know*

October 7; 12pm–1pm; free

Peripheral nerves, the nerves found outside the brain and spinal cord, are a collection of motor and sensory fibers that originate from many different kinds of neurons. Neuropathy is damage to the sensory and motor fibers found in peripheral nerves and is one of the most common neurologic disorders. This workshop will teach you about the symptoms, causes, and treatment for disorders of peripheral nerves. It will be led by Toby Ferguson, MD, PhD, Neuromuscular Division, University of Pennsylvania School of Medicine.



### *Embracing Aging: How to Age Gracefully*

October 13; 12pm–1pm; free

Getting older is a natural part of life, but it's easy to forget that our lifestyle as young adults can impact our health as we age. This workshop will help you understand how to keep your body running at its best, from agility to mental acuity. Learn simple steps that can help you stay healthy and happy as you age. This program will be led by Christine Bradshaw, PhD, CRNP, Assistant Professor of Gerontological Nursing, and Sherry Greenberg, MSN, CRNP, Doctoral Student, School of Nursing.

## National Work and Family Month



Penn has long been committed to helping faculty and staff meet the competing demands of work and family.

In honor of National Work and Family Month this October—a campaign to raise awareness of the importance of worklife benefits—the Division of Human Resources will be highlighting various work and family benefits available to Penn faculty and staff, from adoption assistance and new child benefits to flexible work options and worklife resources.

These benefits will be highlighted in each issue of Almanac throughout the month of October. You can also learn about the full array of benefits available to help you balance your personal and professional life by visiting the Division of Human Resources website at [www.hr.upenn.edu/Quality/WorkLife](http://www.hr.upenn.edu/Quality/WorkLife).

Did You Know?

## 2009 National Drug-Free Work Week: October 19–25

This year's national Drug-Free Work Week will take place October 19–25. The University of Pennsylvania values the health and safety of the entire Penn community and is committed to maintaining a drug-free workplace year-round. Drug and alcohol abuse can harm not only the person with the substance abuse problem, but also his or her family, friends and co-workers. Penn prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by its employees in its workplace. Please take the time to review the University's drug and alcohol policies which are available online:

- The University's Drug-Free Workplace Policy:  
[www.hr.upenn.edu/Policy/Polices/705.aspx](http://www.hr.upenn.edu/Policy/Polices/705.aspx)
- The University's Alcohol and Drug Policy:  
[www.vpul.upenn.edu/alcohol/policy.html](http://www.vpul.upenn.edu/alcohol/policy.html)

**DRUG-FREE**  
Work Week  
October 19–25, 2009

If you or a family member have a substance abuse problem, we encourage you to seek help. Penn provides free, confidential counseling services for you and your immediate family members through the Employee Assistance Program (EAP). The EAP is designed to provide assistance with issues and challenges that may interfere with your personal or professional life, including serious issues such as substance abuse. For more information about the EAP, visit the Division of Human Resources website at [www.hr.upenn.edu/Quality/Wellness/EAP.aspx](http://www.hr.upenn.edu/Quality/Wellness/EAP.aspx) or contact Penn Behavioral Health 24-hours a day, 7 days a week at 888-321-4433.

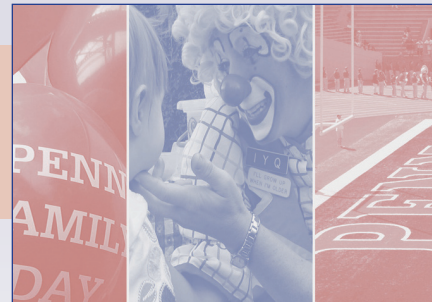
## Penn Family Day Ticket Order Deadlines

Time is running out to order your tickets for this year's Penn Family Day Tailgate Party and football game on Saturday, October 10, 2009. You can receive up to 4 free tickets, and additional tickets are available for \$8 each. You must submit a ticket order form to the Athletic Ticket Office by the deadlines below. You won't need advance tickets for the Penn Museum and ice rink—just be sure to bring your PennCard to all events.

### **Ticket Deadlines**

**Friday, October 2:** orders sent via intramural mail (Athletic Ticket Office–Weightman Hall/6322)

**Monday, October 5:** orders placed in person at the Athletic Ticket Office (Weightman Hall, 33rd Street between Walnut and Spruce)



Visit [www.hr.upenn.edu/Quality/StaffRecognition/FamilyDay.aspx](http://www.hr.upenn.edu/Quality/StaffRecognition/FamilyDay.aspx) for more information, including a ticket order form, event details, directions, and parking information.

## National Save for Retirement Week: October 18–24, 2009

We know that life can sometimes get complicated. That's why Penn makes it easy for you to plan and meet your retirement goals. In honor of National Save for Retirement Week this month, we're making sure that you're aware of every retirement-saving vehicle available to you as a faculty or staff member at Penn. Below are some of the important features of the University's retirement plans that can help you start saving now for a secure future tomorrow.

### *TDR Retirement Plan*

The Tax-Deferred Retirement Plan (TDR) provides you with a variety of investment options offered by our retirement vendors—TIAA-CREF and Vanguard. Once eligible, you'll receive basic contributions from Penn based upon your age. You can also make contributions to your account, which Penn will match dollar for dollar up to 5% of your salary. All contributions are made on a pre-tax basis, which means you're not being taxed on the money you contribute to your retirement savings. Visit [www.hr.upenn.edu/Benefits/Retirement/TDR](http://www.hr.upenn.edu/Benefits/Retirement/TDR) for information on eligibility requirements, how to enroll, and more.

### *Supplemental Retirement Annuity Plan*

Most faculty and staff are eligible to participate in the Supplemental Retirement Annuity Plan (SRA). If you're already contributing the full 5% through the TDR Plan, you can use the SRA Plan to invest additional funds for retirement. While there are no matching contributions from the University under the SRA Plan, you still have a variety of investment options from which to choose. Visit the Human Resources website at [www.hr.upenn.edu/Benefits/Retirement/SRA.aspx](http://www.hr.upenn.edu/Benefits/Retirement/SRA.aspx) to learn more.

### *How Much Can I Contribute?*

For calendar year 2009, your pre-tax contributions generally cannot exceed \$16,500 per year. However, this amount may be higher if you're at least 50 years old and/or have at least 15 years of service with the University. Visit the Human Resources website at [www.hr.upenn.edu/Benefits/Retirement/TDR/RetirementReg.aspx](http://www.hr.upenn.edu/Benefits/Retirement/TDR/RetirementReg.aspx) for more information on contribution limits.

Managing your retirement benefits is easy. Just use our online enrollment system at [www.hr.upenn.edu/Benefits/Retirement](http://www.hr.upenn.edu/Benefits/Retirement). On this site, you'll also find a variety of retirement and financial planning resources to help you reach your retirement goals. If you have questions about investing, both of Penn's investment carriers—TIAA-CREF and Vanguard—offer free one-on-one retirement counseling sessions. You can contact TIAA-CREF at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or 800-842-2010 and Vanguard at [www.meetvanguard.com](http://www.meetvanguard.com) or 800-662-0106 to set up an appointment.



**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](http://www.hr.upenn.edu/Penn_Work)

*Almanac:* [www.upenn.edu/almanac/](http://www.upenn.edu/almanac/)

*EVP Newsletter:* [www.evp.upenn.edu/news/docs/Newsletter.html](http://www.evp.upenn.edu/news/docs/Newsletter.html)

*Penn Digest:* [www.upenn.edu/pennnews/digest/faculty\\_staff/#section\\_32](http://www.upenn.edu/pennnews/digest/faculty_staff/#section_32)

[www.hr.upenn.edu](http://www.hr.upenn.edu)