

NOVEMBER 2004

Penn@Work

Helping Penn faculty and staff make the most of Human Resources services and benefits



Penn@Work brings you all the latest news from the Division of Human Resources. Look for this publication to appear in the *Penn Current* bi-monthly, with special editions throughout the year. View recent and archived issues online, and sign up to receive the e-mail version of **Penn@Work** when you visit www.hr.upenn.edu/penn_work/.

My Health and Wellbeing

Benefits and services to support the physical, mental, and financial health and well-being of you and your family

Staying Healthy During Flu Season

As you may know, the Centers for Disease Control and Prevention (CDC) recently announced that a significant portion of the expected supply of flu vaccine would not be available for this year's flu season. Because of this, we unfortunately will not be able to run our flu shot program this year. Read below for information that may come in handy under the circumstances.

CDC Guidance

Along with the announcement, the CDC issued recommendations about who should be given priority for flu vaccinations this season (www.cdc.gov/flu/protect/whoshouldget.htm). If you meet the high-risk criteria, you may want to seek out other options for getting a flu shot, such as working with your doctor's office. However, as the shortage is nationwide, other sources may be hard to identify.

University of Pennsylvania Health System Information

Given the situation, we encourage you to arm yourself with information. The University of Pennsylvania Health System's website contains several informative articles about colds and the flu, including tips for prevention and treatment:

- www.pennhealth.com/health_info/tips/cold_flu/cold_flu.html
- www.pennhealth.com/ency/article/000080.htm (the flu)
- www.pennhealth.com/ency/article/000678.htm (the common cold)

Independence Blue Cross Tip Sheets

The Human Resources website also contains health and wellness articles from Independence Blue Cross that may be useful. Go to www.hr.upenn.edu/quality/wellness/newsletter.asp, and scroll down to newsletter articles from Fall 2003, titled: "Cold and Flu" and "Hand Washing."

Links to the websites shown above can be found on the Human Resources website at www.hr.upenn.edu/quality/wellness/flushots.asp. If you have any questions, please contact us at qowl@hr.upenn.edu or 215-898-5116. We hope you find this information helpful, and we wish you a healthy fall.



Tackling Migraines

Are you one of the many that suffer from migraines or do you know someone who does? Join us on Tuesday, November 30 from 12pm – 1pm for a free session that will help you learn about some of the key features of migraines and other headache conditions. Dr. Amy Pruitt, Associate Professor of Neurology at Penn and one of Philadelphia Magazine's "Top Docs in Philadelphia 2002", will lead a Q & A session following the ½ hour video. To attend, simply pre-register online at www.hr.upenn.edu/quality/wellness/activities.asp or call Human Resources at 215-898-5116.

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Is Your Address Up to Date?

The calendar year is drawing to a close, which means that it will soon be time to start thinking about tax returns. Penn mails your W2 to your home address in January of each year, and if your address is not up to date in our payroll system, your W2 may be delayed or even lost. To view and/or change your address information, go to the new U@Penn website at www.upenn.edu/u@penn or contact your Business Administrator.

Please Note: Your W2 will be sent to your permanent address. If you don't have a permanent address on file in the payroll system, your W2 will be sent to your current address.

My Future

Opportunities and benefits to help you prepare for your future

Your Retirement Goals

Have you thought about your retirement goals lately? As the tax year comes to an end, it's a good time to review how much you've contributed through Penn's retirement plans this year. You recently received a letter showing you the maximum amount you're allowed to contribute to the plans on a pre-tax basis.

We encourage you to take full advantage of these plans. Pre-tax savings have less of an impact on your paycheck than you might think, since you don't pay federal income taxes on the money you're putting away until you actually take the money out of your account. The sooner you start saving, the better – and it's never too late to start!

Use Penn's online retirement system at www.hr.upenn.edu/retirement to manage your retirement accounts, or call the Retirement Call Center at 1-877-PENN-RET (1-877-736-6738), 8am – 5pm, Monday through Friday. For general information about Penn's retirement plans, visit the Human Resources website at www.hr.upenn.edu/benefits/retirement.

Professional and Personal Development

Take advantage of the many development opportunities provided by Human Resources! Simply pre-register for programs by visiting the online Course Catalog at www.hr.upenn.edu (click on Course Catalog at the top of the page), or contact Learning and Education at www.hr.upenn.edu/learning or 215-898-3400.

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My Job

Information, services, and programs focused on your work life at Penn

Emergency Closings

Winter weather is on its way! Although Penn normally never stops operating, emergencies such as severe weather conditions may sometimes result in the cancellation of classes and/or the full or partial closure of certain areas of the University. Decisions affecting work schedules and class cancellation are made by the Executive Vice President in consultation with the Provost.

The University will announce a closing or other modification of work schedules through the following means:

- the University's emergency information number: 215-898-6358 (215-898-MELT)
- communications from the Division of Public Safety
- KYW News Radio (1060 AM)

The University's emergency radio identification code numbers are "102" for day classes and schools/centers and "2102" for evening classes. The message that accompanies the code number will provide the operating status of the University.

Even when Penn is officially closed due to an emergency, there are some essential services that must still be provided, such as Public Safety or Facilities. Staff members in essential positions are still required to work as normally scheduled under these circumstances.

For more information on emergency closings, refer to the Human Resources website at <http://www.hr.upenn.edu/policy/policies/707.asp>. And make sure to keep the emergency numbers listed above in a place you can easily access!

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My Health and Wellbeing continued

Did You Know?

Since August 1, 2004, Phoenixville Hospital has no longer been part of the University of Pennsylvania Health System (UPHS) network. If you are enrolled in the UPHS Point of Service (POS) and PENNCare/Personal Choice medical plans, this change may affect you as Phoenixville Hospital and the providers associated with it are no longer part of the top-tier networks (UPHS and PENNCare) under these two plans. However, the facility and providers are still part of the middle-tier networks (Keystone/AmeriHealth and Personal Choice) under these plans.

What this means is that if you are a participant in the UPHS POS or PENNCare/Personal Choice plans, and are using Phoenixville Hospital and its providers for your medical care, your benefits may now be covered at a slightly lower level. Note that this change is more significant for participants in the PENNCare/Personal Choice plan.

For more information on specific coverage levels, refer to the Medical Plan Comparison Chart on the Human Resources website (go to www.hr.upenn.edu, click on Medical, click on Key Features of Plans). If you have any questions, please contact your medical plan carrier as follows:

- UPHS POS: 215-567-3550 or 800-253-3854
- PENNCare/Personal Choice: 215-241-2990 or 800-841-1992

Please keep in mind that if you are enrolled in one of Penn's HMO plans (Keystone/AmeriHealth or Aetna) or Plan 100, there is no impact on your benefits.

My Job continued

Snow Day Child Care

What can you do if your child's school is closed due to inclement weather but you still need to report to work? As we prepare for the upcoming winter season, this is a question many of you may soon have to answer. Penn offers a valuable service to faculty and staff with children aged 12 weeks to 12 years: Snow Day Child Care. This is a day care service available if Philadelphia public schools are closed due to inclement weather, but Penn is open for business. (You can use this service even if your children are not in the Philadelphia school district.)



Snow Day Child Care will be available weekdays from December 6, 2004 through March 25, 2005. The service operates between 8am and 6pm in the Penn Children's Center at Left Bank Commons, Suite 100, 3160 Chestnut Street.

Pre-enrollment is required in order to use this service. For additional information about Snow Day Child Care including how to enroll, go to <http://www.hr.upenn.edu/quality/worklife/snowday.asp>, or contact Human Resources at 215-898-5116 or orna@hr.upenn.edu.



Special Winter Vacation Reminder

As you start planning for the upcoming holiday season, don't forget that Penn grants faculty and staff a Special Winter Vacation between Christmas Day and New Year's Day each year. This year, the winter vacation days will be December 27 through 30, 2004. Also keep in mind that some employees may be needed to report to work for part or all of this period so that departmental operations can continue; in these cases, the Special Winter Vacation can be rescheduled for some other time.

My Future continued

Professional and Personal Development

November

Career Focus Brown Bag: The 10 Commandments of Resumes

November 19; 12pm to 1pm; free

· Learn how to create an effective, dynamic resume. Topics include the importance of focusing on the employer's needs, not your own; how to use powerful assertions; and how to inspire and excite the employer.

Career Focus Brown Bag: Get Hired- How to Ace the Interview

November 23; 12pm to 1pm; free

· Be confident and prepared for your interviews. This video presents key interviewing advice to help you be a better communicator about your own personal characteristics and career skills. Topics include how to prepare for your interview, the types of interviews you might encounter, and how you can present yourself and your skills in the best possible light.

December

Learning and Education Program: Writing Efficient Email

December 1; 9am to 12pm; \$50 fee

· Learn to write email that is clear, concise, active, and well organized. Understand what makes email writing and etiquette different from any other format of business writing. An integral part of the class is that you will learn how to revise your own work.

Brown Bag Matinee: The Cuban Missile Crisis – Decision Making and Its Consequences

December 8; 12pm to 1pm; free

· This program is not a history lesson, but rather an examination of leadership styles and processes. Listen to archival tapes as President Kennedy works with his Executive Committee to make the optimal decision in a crisis situation, and learn how to set the tone of your decision-making meetings for openness and trust, assume the role of a leader, and develop alternatives and consider their consequences.

December

Career Focus Brown Bag: Helping Hand – Coaching Skills for Managers

December 17; 12pm to 1pm; free

· The always-entertaining John Cleese leads this video training on delegating and coaching. Learn how to increase the ability and productivity of your staff. Taking more time to coach creates more time for work!

January

Career Focus Brown Bag: Self-Assessment – Put Your Skills to Work

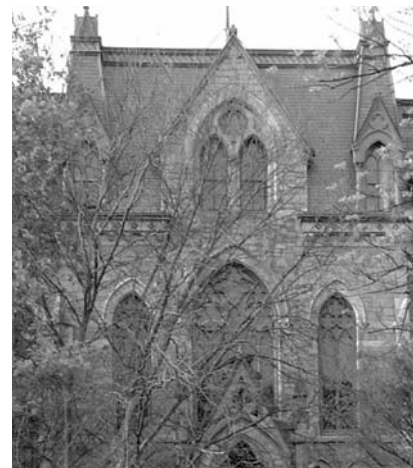
January 21; 12pm to 1pm; free

· Identify your strengths and areas for development to leverage them to career success. Through a short video and several exercises, you will clarify your strengths and answer important questions to help you determine what is a good "career fit" for you.

Learning and Education Program: Transitioning to Management at Penn

Begins January 25; multiple dates with varying times; \$50 fee

· New managers face unique challenges in the workplace, and this program is designed to help you transition into your new role with ease. Learn the difference between working and managing, and understand why the delegation of work is a necessary skill. Receive guidance on establishing credibility and authority as a supervisor, and learn techniques for managing performance issues in the workplace.



Calendar

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The 10 Commandments of Resumes

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Get Hired- How to Ace the Interview

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