

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 email version of **Penn@Work** when you visit www.hr.upenn.edu/penn_work.

Read more news from the Division of Human Resources here:

myHR: www.hr.upenn.edu/myHR

PennWellness: www.hr.upenn.edu/PennWellness

Almanac: www.upenn.edu/almanac/

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

December 2011

MY JOB



Word from the Vice President: Winding Down the Year at Penn

'Tis the season for freezing temperatures, snowy days and holiday stress. But don't let winter weather keep you from enjoying everything Penn has to offer. No matter what your priority—whether it's worklife balance, health and wellness, or professional development—we can help you meet your goals.

Penn offers a wealth of dependent care resources to support you and your family. Take advantage of our Snow Day Child Care or Backup Care Programs when your child's school closes but you have to get to work. Or learn about Penn's adoption assistance benefit if you're thinking about adding a new member to your family.

It's always challenging to maintain your health this time of year, but we can make it easier for you. The Maintain, Don't Gain Program can help you develop healthy holiday eating habits. And remember to take a mental break during Penn's Special Winter Vacation. It's the perfect time to relax and recharge for a brand new year.

While the temperature may be dropping, you can still heat up your career with one of our many professional development programs. Become a Microsoft Office whiz with our online workshops or get advice on how to grow in your current job.

Here's to a happy holiday season and an exciting new year!

Sincerely,
Jack Heuer, Ed.D.
Vice President for Human Resources

Get a Jump on Your Child Care Plans This Winter

Bad weather can lead to a dependent care dilemma when your child has a snow day but you need to get to work. Who's going to watch my children? How do I meet my family's needs and still meet the demands of my job? Well, rest assured—Penn has plenty of dependent care resources to help you do both.

Beginning December 6, take advantage of the Snow Day Child Care Program in preparation for winter weather. You have access to all-day care for your children, ages 12 weeks to 12 years old, when Philadelphia County public schools close because of inclement weather but Penn is open. Even if your child attends school in another district, you can still use the Snow Day Child Care Program as long as Philadelphia public schools are closed. Care is provided by the Penn Children's Center. Keep in mind you need to pre-register in order to participate in the program. Because space is limited, child care is provided on a first-come, first-served basis.

You can also rely on Penn's Backup Care Program if your child's school closes because of inclement weather. You're eligible for up to ten days of in-home backup child care per calendar year. Through a partnership with Parents in a Pinch, Inc., care is available for children up to 17 years in age who reside in your household.

For more information about the Snow Day Child Care and Backup Care Programs, visit the Human Resources website at www.hr.upenn.edu/quality/worklife.



Suspension of Normal Operations

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 UPennAlert Emergency Notification System (for University-related incidents and crises)

The University's emergency radio identification code numbers (KYW News Radio) 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. Be sure to keep this information in a place you can easily access.

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 suspension of normal operations, visit www.hr.upenn.edu/policy/policies/707.aspx.



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, Christmas will be observed on Monday, December 26, and the Special Winter Vacation will be December 27–30. New Year's Day will be observed on Monday, January 2, 2012.

In the event that you're needed to report to work to continue departmental operations for part or all of this period, you can reschedule the Special Winter Vacation for another time. The Special Winter Vacation policy is online at www.hr.upenn.edu/policy/policies/608.aspx.

Penn Helps Families Turn Dreams into Reality

Andras Komaromy and his wife knew they wanted to start a family someday. Both work in Penn's School of Veterinary Medicine—Andras as an assistant professor of ophthalmology and Ellen as a veterinary nurse—and both had a long-time wish to care for children in need.

"Ellen and I feel blessed with what we have and for the opportunities we've received in our lives. We wanted to share these blessings with children who were in need of a family and a home, and provide them with the same opportunities that we had," Andras said.

That's when Andras and Ellen decided to adopt children—and Penn's adoption assistance program helped them carry out their dream.

They adopted their first son, Gabriel, in 2009. Although adoption carried a hefty price tag, Andras and Ellen took advantage of Penn's adoption assistance benefit to help ease the financial impact. They received \$5,000 to help cover various adoption expenses, like court costs, attorney's fees and traveling costs.

"We were so pleased to hear about this benefit," said Andras. "Adoption is expensive, and it's really helpful to have this kind of financial assistance to make the process a little easier. You need that kind of support when it comes to children, and Penn made the process very simple."

In fact, the benefit proved to be so valuable that Andras and Ellen used it again. In January 2011 they adopted their second son, Louis. "We wanted Gabriel to have a sibling, and the adoption assistance program helped us do that," Andras said.



Andras Komaromy and Ellen Gratch with their two children, Louis (bottom left) and Gabriel (top right).

If you're looking to grow your family by adopting a child, see how Penn's adoption assistance benefit can help. Visit the Human Resources website at www.hr.upenn.edu/quality/worklife/adoption.aspx for complete details.

Shape Up with a Discount Gym Membership

Now's the perfect time to focus on your health. Whether you're looking to amp up your exercise during the holiday season or get a jump on your New Year's fitness resolutions, Penn can help you get fit and stay in shape for a discount!

Through a partnership with GlobalFit—a provider of healthy living benefits—you can enjoy discounted rates at thousands of fitness clubs in the Philadelphia area. GlobalFit guarantees you the lowest membership prices to a variety of gyms, including Bally's, Curves, 24 Hour Fitness, Anytime Fitness and more. That means you can boost your health without breaking the bank! Just visit www.globalfit.com/upenn and enter your zip code to find a participating gym near you.

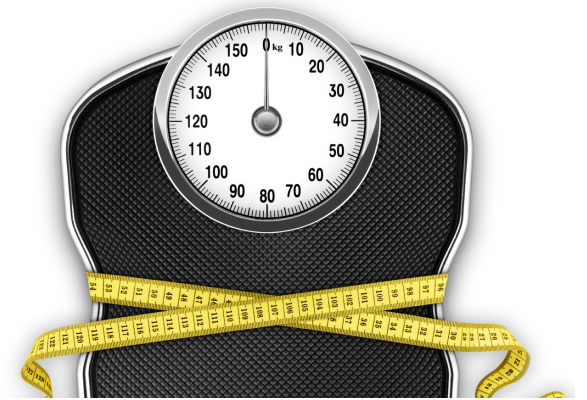
For complete details on the GlobalFit discount program, including weight loss tools, nutrition resources and access to a personal health coach, visit www.globalfit.com/upenn.



Are You Participating in the Maintain, Don't Gain Program?

If so, don't forget that post-holiday weigh-ins will be held in early January. In order to claim a victory, you'll need to keep your weight within two to three pounds of your starting weight.

Weigh-in dates will be posted on the Human Resources website shortly. For complete details, visit the Human Resources website at www.hr.upenn.edu/quality/wellness/maintaindontgain.aspx, or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.



HR CALENDAR
Programs and Events

DECEMBER

- 6** Snow Day Child Care Program begins
- 26** Christmas Day observed
- 27-30** Special Winter Vacation

JANUARY

- 2** New Year's Day observed
- 18** Brown Bag Matinee—FISH!
- 19** Career Focus Brown Bag—Growing in Place
- 19** Microsoft Access 2010 Techniques—Beginner
- 19** Microsoft Excel 2007 Techniques
- 19** Microsoft Word 2007 Techniques
- 27** Deadline for submitting the staff grievance panel member applications

Volunteers Needed: Help Your Colleagues Resolve Employment Issues

When colleagues have concerns about the terms and conditions of their employment—such as disciplinary action or involuntary termination—you can help them address these tough matters by volunteering as a panelist for the Staff Grievance Program.

The Staff Grievance Program provides Penn staff with a fair and equitable process to resolve workplace issues. As a panel member, you'll listen to the issues raised by those involved in the grievance, and then make a recommendation on how best to resolve the situation. This is an excellent opportunity to help with conflict resolution and give staff members an impartial forum to address their employment concerns. All regular full- and part-time Penn faculty and staff and retirees are eligible to apply.

We're seeking a diverse group of volunteers to help make the panel as impartial as we can. If you're interested in volunteering, complete the online application at www.hr.upenn.edu/staffrelations by January 27, 2012.

For more information, contact Human Resources at 215-898-6093 or visit the Division of Human Resources website at www.hr.upenn.edu/policy/policies/620.aspx.



MY FUTURE

Human Resources Upcoming Programs

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 register for programs by visiting the Human Resources online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Brown Bag Matinee—FISH!

January 18; 12pm–1pm; free
Wouldn't it be nice to have a workplace that's bursting with energy, excitement and a positive attitude? Well we can show you how to do it! FISH! tells the story of Seattle's famous Pike Place Fish Market and its infectious atmosphere. You'll get a first-hand look at what great customer service really is and how to turn your workplace into an enthusiastic and rewarding environment.

Career Focus Brown Bag—Growing in Place

January 19; 12pm–1pm; free
Discover how to grow in your job—so you don't outgrow your job. This workshop will show you how to take advantage of opportunities in your current job. You'll learn how to set goals for yourself, how to work with your manager to utilize all of your skills, and when and why to consider lateral moves.

Microsoft Access 2010 Techniques—Beginner

January 19; 12:30pm–2pm; \$40
Organizing and presenting data isn't always easy, but we can help you master the art! This webinar will show you how to easily manage data using Microsoft Access. You'll learn about the differences between Access and Microsoft Excel as well as how to search for data using queries, and how to customize forms and reports.

Microsoft Excel 2007 Techniques

January 19; 12:30pm–2pm; \$40
Microsoft Excel is chock full of features that can help support your work objectives—and this webinar will show you how to use them. You'll learn advanced features such as data entry, manipulation and presentation; enabling multiple users to share workbooks and track and edit changes; and creating templates. This webinar is ideal if you're familiar with Excel and want to enhance your current skills and understanding of the application.

Microsoft Word 2007 Techniques

January 19; 2:30pm–4pm; \$40
Tap into the power of Microsoft Word to help meet your professional goals. This webinar will show you advanced features in Word that can save you time and resources when you're working on documents. You'll learn how to use bookmarks and hyperlinks, create charts and graphs, review and edit documents with tracked changes, and how to generate a table of contents and index.