

# 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](http://www.hr.upenn.edu/penn_work).

Read more news from the Division of Human Resources here:

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June 2011

## MY HEALTH & WELLBEING



### Word from the Vice President: Getting the Support You Need

Even though the academic year has ended, there are still plenty of resources available to support you, both on and off the job.

Kick-start the summer season by focusing on your physical and mental health. Whether you want to improve your diet or quit smoking, we have the tools to help you. If you're a parent, learn how Penn's backup care program can help ease the stress of unexpected gaps in summertime child care.

Take a closer look at your career goals, and find out how Penn can help you meet them. We have numerous professional development opportunities to help you polish your individual skills and grow your talent.

As July 1 draws near, you should be aware of some important benefit deadlines. And if you're a hiring manager, you need to know about a new Philadelphia law that affects the hiring process at Penn.

Read about all of these topics and more in this issue of Penn@Work. Here's to an enjoyable summer!

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

### Did You Enroll in the High Deductible Health Plan?

If you enrolled in the Aetna High Deductible Health Plan (HDHP), using up your Health Care Pre-Tax Expense Account is more important than ever.

The HDHP includes a Health Savings Account (HSA) that you can use to offset the cost of care. But when your new medical plan takes effect on July 1, 2011, you won't be able to participate in the HSA portion of the plan unless your Health Care Pre-Tax Expense Account is completely exhausted.

If you don't use up the balance in your Health Care Pre-Tax Expense Account by June 30, 2011, your HSA won't be available until October 1, 2011. That means you won't be able to use your Health Savings Account for any expenses you incur between July 1 and September 30, 2011. So if you want to take full advantage of both accounts, make sure you spend down your Health Care Pre-Tax Expense Account by the end of June.

Questions? Contact the Penn Benefits Center at 1-888-PENN-BEN (1-888-736-6236) or Human Resources at [benefits@hr.upenn.edu](mailto:benefits@hr.upenn.edu).



### Bridging the Gap in Your Summer Child Care Plans

Summer is just around the corner, which means warm weather and plenty of fun. But if you're a parent, it can be a challenging time. Do you have all the bases covered when it comes to summer care for your kids?

Even if you've already finalized your child's summer care arrangements, there can be gaps or unexpected emergencies. What if there's a break between the end of school and the start of summer camp? Or if your regular summer care provider has to cancel at the last minute?

Luckily, you can take advantage of Penn's backup care program. Through a partnership with Parents in a Pinch, Inc., you have access to temporary in-home backup care services seven days a week, day or night, to help meet your family's needs while you work. Plus, we offset the cost of care (which can be expensive) through a subsidy program based on your annual salary.

Visit the Human Resources website at [www.hr.upenn.edu/quality/worklife/backupcare.aspx](http://www.hr.upenn.edu/quality/worklife/backupcare.aspx) for complete details on Penn's backup care program, or call Parents in a Pinch at 800-688-4697 for more information.

## MY JOB

### Can You Ask Job Candidates about Their Criminal Records?

Hiring officers, be aware: under a new Philadelphia law, you need to be very careful when it comes to asking job candidates about their criminal records.

The Fair Criminal Record Screening Standards Act, signed into law on April 13, prohibits Penn from asking criminal record questions during the employment application process and before the first interview. The new law goes into effect on July 12, 2011.

We've already modified Penn's employment application to reflect this new law. It no longer asks applicants whether they've been convicted or pled guilty to a crime. Visit [www.hr.upenn.edu/forms](http://www.hr.upenn.edu/forms) to download the updated application.

It's very important to remember that you must wait until after the first interview if you plan to ask candidates if they've ever been convicted of a crime.

Keep in mind this new law in no way eliminates background checks. Penn will continue to conduct background checks on the final, preferred candidates—a step that should be completed prior to you making the job offer. If the background check reveals that an applicant was convicted of a crime and may not be suitable for a particular job, Human Resources will notify and advise the hiring officer as necessary.

If you have questions about the new law or Penn's hiring process, please contact your designated recruitment specialist or Human Resources at 215-898-1307 or [showell@upenn.edu](mailto:showell@upenn.edu). You can also visit [www.hr.upenn.edu/recruitment/hiringofficer](http://www.hr.upenn.edu/recruitment/hiringofficer) for more information.

### Deadline for Summer Term Tuition Benefits

If you or your dependents are taking advantage of Penn's tuition benefits for the Summer 2011 term, be sure to request payment for the tuition benefit by the following dates:

- June 15, 2011: Summer Session I and 12-week Summer Evening Session
- August 15, 2011: Summer Session II

Remember that if you don't put in your request by the deadline, you'll 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](http://www.hr.upenn.edu/tuition) to request tuition benefits, review current and past requests for payment, and view pending payments.



