

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:
 Message from Human Resources: www.hr.upenn.edu/HRMessage
 Almanac: www.upenn.edu/almanac/
 EVP Newsletter: www.evp.upenn.edu/news/docs/Newsletter.html

September 2010

MY HEALTH & WELLBEING

Word from the Vice President: Supporting You at Work and at Home

Fall is always an exciting time at Penn. Our campus is energized by the thousands of faculty, staff and students beginning a new academic year, and many of us are already thinking about goals for the upcoming year. As you begin developing your plans, start taking advantage of the multitude of benefits and services available to you as a faculty or staff member at the University.



It can be challenging to balance the responsibilities of your personal and professional life. In celebration of National Work and Family Month this October—a campaign to raise awareness of the importance of worklife benefits—you're encouraged to explore the many Quality of Worklife programs that can help you build a positive and productive lifestyle at work and at home.

We're committed to helping you develop your career and secure your future. Hone your skills with a professional development course this fall. And in honor of National Save for Retirement Week in October, take a closer look at your retirement savings and consider how Penn can help you build a sound future.

While you focus on your own goals in the coming weeks and months, it's also important to recognize your colleagues for their important work and accomplishments. For over ten years,

the Models of Excellence Program has encouraged excellence by providing role models drawn from the Penn community. If you know of fellow staff members or supervisors who have contributed to Penn's success, nominate them for a Models of Excellence or Model Supervisor Award. The deadline for nominations is November 12, 2010.

More information about these programs can be found in this edition of Penn@Work or on the Human Resources website at www.hr.upenn.edu.

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

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 Division of Human Resources online course catalog at www.hr.upenn.edu/coursecatalog or contact Human Resources at 215-573-2471 or kenne@upenn.edu.

Dealing with the Competing Demands of Work and Family

October 7; 12pm–1pm; free
 It can be challenging to handle the multiple demands of work and family. From the birth of a new child to the needs of an ill spouse, partner, or aging parent, many of us know how difficult it can be to manage all of your responsibilities on any given day. Join us for tips on how to manage the key priorities in your life. You'll learn how to manage stress, be attentive to your own needs and avoid burnout.

Elder Care 101

October 13; 12pm–1pm; free
 Finding appropriate elder care services can be challenging. But with the right research strategies, you can easily locate the best services and facilities for your loved ones. If you're a caregiver for elderly dependents, this workshop is for you. You'll get the resources you need to make appropriate decisions when it comes to the care of your family.

Reducing the Stress of the College Application Process

October 28; 12pm–1pm; free
 We know how stressful the college application process can be. But this seminar will teach you how to move through the process while minimizing your stress. You'll learn how to market a prospective student through resumes, essays, letters of recommendation and interviews. You'll also learn how to develop an effective college planning timeline and how to stay healthy and happy throughout the application process.

Nutrition Workshops

If you're like most people, you have plenty of questions about nutrition: What should I eat before and after a workout? How can I choose smarter, healthier foods at the grocery store or in a restaurant? Which vitamins should I be taking, if any? Get answers to these questions and more when you join Human Resources for an ongoing series of nutrition workshops. For more information about the workshops and to register, visit the Human Resources website at www.hr.upenn.edu/quality/wellness/workshops.aspx or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.

Q&A with a Nutrition Expert

October 20; 12pm–1pm; free
 This dynamic workshop will help you understand how nutrition and exercise promote healthful aging, fitness, performance and weight management. Learn what a nutritious diet entails and how to recognize and change poor eating habits. This workshop will be led by Stella Volpe, Ph.D., RD, LD/N, FACS, Associate Professor of Nutrition, School of Nursing.



MY FUTURE

National Save for Retirement Week:

October 17–23, 2010

We know how difficult it can be to plan for the future. But saving now can make a big difference later—and Penn makes it easy for you. We have numerous vehicles to help you meet your retirement goals and build a nest egg that's right for you. Read on to learn about important features of the University's retirement plans that can help you save for a secure future.

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.

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.

Roth 403(b) Option

Roth contributions allow you to save on an after-tax basis. Money set aside in a Roth 403(b) is taxed as it is deposited, while distributions taken during retirement are generally tax-free. For more information about the advantages of the Roth option or to participate, visit the Division of Human Resources website at www.hr.upenn.edu/benefits/retirement/roth.aspx.

How Much Can I Contribute?

For calendar year 2010, your combined pre-tax and Roth after-tax contributions generally cannot exceed \$16,500 per year. However, you're eligible for additional catch-up contributions beginning January 1 of the year in which you turn age 50 and/or when you have at least 15 years of service with the University.

For more information on Penn's retirement plan options, visit www.hr.upenn.edu/benefits/retirement.

MY JOB

Penn Certificate Program in Administrative Excellence

Administrative professionals are accustomed to handling multiple responsibilities on a daily basis. But success in this role calls for continuously honing and refining your abilities. If you're an administrative professional looking to enhance your skills, consider enrolling in the Penn Certificate Program in Administrative Excellence. Offered annually, the 2010 Penn Certificate Program in Administrative Excellence will begin on December 1.

This multi-session, cohort-based program is ideal for frontline, support and administrative staff. Topics will include office organization, communication style and skills, time and stress management, handling interruptions, business writing, managing multiple projects, negotiating, and working effectively with your manager. You'll also learn how to effectively build your professional network and clarify your individual career plan. For more information and to register, visit the Division of Human Resources online course catalog at www.hr.upenn.edu/coursecatalog.

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 Division of Human Resources online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Brown Bag Matinee—The Attitude Virus

October 13; 12pm–1pm; free
It isn't unusual for negative attitudes to spread in the workplace. But you can learn how to successfully eliminate the attitude "virus" before it even starts. This workshop will teach you how to create a positive and productive work environment that's free of gossip, misdirected anger and a strong resistance to change.

Diversity Brown Bag—The Differences Between Sexual Harassment and Assault

October 14; 12pm–1pm; free
The University of Pennsylvania is committed to eradicating all forms of sexual violence. This workshop will teach you about the differences between domestic violence, sexual assault and stalking. Developed in partnership with Penn's Office on Violence Against Women, this seminar is one of the University's many efforts to end violence against women and men on campus.

Career Focus Brown Bag—Professionalism and Business Etiquette

October 20; 12pm–1pm; free
Proper business etiquette doesn't always come easy, but you can learn how to build competence and display poise in the workplace. This workshop will teach you how to dress, speak, and act appropriately with colleagues in and out of the workplace. Learn practical tips for effective communication and growth as well as common etiquette mistakes and how to avoid them.



Tuition Benefit Information Session

October 22; 12pm–1pm; free
Tuition benefits are an important advantage of being a faculty or staff member at Penn. This program will show you how to request and make the most of these benefits. A Q&A session will address any questions you have about using the tuition benefit for yourself, your family or your dependents.

Discover Your Strengths and Put Them to Work

October 27; 12pm–1:30pm; free
While many of us are aware of our individual strengths, some of us have learned to focus more on our weaknesses instead. Marcus Buckingham—a well-known author whose work helps people identify their strengths—suggests that you can be more effective, successful, and fulfilled at work when you play to your strengths rather than your weaknesses. This webinar is based on Buckingham's theories and includes exercises to help you learn

how to identify your strengths and use them more productively at work.

Introduction to Myers-Briggs Type Indicator

October 27; 9am–12pm; \$75
Taking the Myers-Briggs Type Indicator (MBTI) inventory and receiving feedback will help you identify your unique gifts. The information enhances understanding of yourself, your motivations, your natural strengths, and your potential areas for growth. It will also help you appreciate people who differ from you. Understanding your MBTI type is self-affirming and encourages cooperation with others.

Managing and Organizing Your Email Inbox Using Microsoft Outlook

November 4; 1:30pm–3pm; \$35
If you're looking for ways to manage your email inbox and avoid email overload, this webinar is for you. You'll learn techniques and shortcuts that will save you time and help you get maximum results from your email. Topics include customizing and setting flags, creating categories to organize your inbox, using tasks and the calendar, organizing and archiving your messages and more.

Diversity Brown Bag Matinee—Creating a Respectful Workplace

November 11; 12pm–1pm; free
It's no surprise that respect plays a critical role in a successful workplace. Most of us tend to be more productive in a positive work environment. This workshop will give you the opportunity to discuss respectful behaviors in the workplace. It will provide you with tools and resources to prevent harassment and other forms of prohibited discrimination before they occur. You'll also learn about University policies and procedures that help promote a respectful work atmosphere.

2011 Models of Excellence Program: Call for Nominations

Penn is more than a world-renowned teaching and learning institution. It's also a place where staff members accomplish extraordinary things every day. From projects that demonstrate innovation and leadership to activities that illustrate collaboration and commitment to service, it's important to recognize and celebrate the significant contributions staff members make to the University on a daily basis—and now is your chance!

The Models of Excellence program encourages excellence by recognizing innovative staff accomplishments and identifying inspiring role models to emulate. If you know of fellow staff members who have contributed to Penn's success, nominate them for a Models of Excellence Award.

Now is also the time to recognize an outstanding supervisor. If you know of an exemplary supervisor who communicates clearly, provides compassionate support, and promotes a constructive and collaborative work environment, nominate him or her for the Model Supervisor Award.

All nominations for this year's Models of Excellence Program are due by **Friday, November 12, 2010**. For more information, including a description of the standards of excellence for the Models of Excellence and Model Supervisor Awards and instructions on how to submit a nomination, visit the Human Resources website at www.hr.upenn.edu/quality/models or contact Human Resources at 215-898-1012.

Free Admission to Penn Football Games for Faculty and Staff

Did you know you can show your red and blue pride by cheering on the Penn football team for free? The Department of Athletics offers faculty and staff free admission to Penn football games—all you need to bring is your PennCard. You can also bring three additional guests at no extra cost. Simply reserve your guest tickets online at www.pennathletics.com using the promotional code: FBALLSTAFF. For more information on Penn Athletics events, contact the Athletics ticket office at tickets@pobox.upenn.edu or 215-898-6151.



MY HEALTH & WELLBEING continued

Your Body: From Head to Toe

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 or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.

Acupuncture: What Can it Do for Your Health and Wellness?

October 21; 12pm–1pm; free
Learn how acupuncture can be an effective tool in your health and wellness plan. This workshop will be led by Jun Mao, M.D., MSCE. Dr. Mao is an Assistant Professor and Director of Integrative Medicine in the Department of Family Medicine and Community Health at the University of Pennsylvania School of Medicine. He is also trained in Chinese medicine and acupuncture, and combines Eastern and Western approaches to the study and treatment of mood and anxiety disorders.

Gallstone Disease: The Basics

October 26; 12pm–1pm; free
Do you ever wonder what the gallbladder is and how it works? Come to this workshop to learn about the intricacies of the gallbladder, how gallstones form and circumstances that can lead to infection or inflammation of the gallbladder. It

will be led by Amy Cha, M.D., Assistant Professor of Surgery, Gastrointestinal Surgery, Penn Presbyterian Medical Center.

Melanoma: What You Need to Know

November 2; 12pm–1pm; free
The incidence of melanoma—a type of skin cancer—continues to rise. Research has shown that sun exposure and other factors play a role in melanoma risk. Come to this workshop to learn about risk factors, skin findings that warrant professional evaluation, protective strategies, treatment options and other skin cancer information. It will be led by Leslie Fecher, M.D., Assistant Professor of Medicine, Abramson Cancer Center, University of Pennsylvania.

National Work and Family Month

We know how challenging it can be to meet the competing demands of your personal and professional life. Shifting between family obligations and work priorities can create an overwhelming amount of stress for you and your loved ones. That's why Penn offers faculty and staff a multitude of work and family resources to help foster a positive and productive lifestyle at work and at home. 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 backup care to adoption assistance to worklife resources. These benefits will be highlighted in each issue of Almanac throughout the month of October. You can also visit the Division of Human Resources website at www.hr.upenn.edu/quality/worklife to learn about the full array of benefits that can help you balance your personal and professional life.

HR CALENDAR

Programs and Events

OCTOBER

- 7** Dealing with the Competing Demands of Work and Family
- 13** Brown Bag Matinee—The Attitude Virus
- 13** Elder Care 101
- 14** Diversity Brown Bag—The Differences Between Sexual Harassment and Assault
- 17–23** National Save for Retirement Week
- 20** Career Focus Brown Bag—Professionalism and Business Etiquette
- 20** Q&A with a Nutrition Expert
- 21** Acupuncture: What Can it Do for Your Health and Wellness?
- 22** Tuition Benefit Information Session
- 26** Gallstone Disease: The Basics
- 27** Discover Your Strengths and Put Them to Work
- 27** Introduction to Myers-Briggs Type Indicator
- 28** Reducing the Stress of the College Application Process

NOVEMBER

- 2** Melanoma: What You Need to Know
- 4** Managing and Organizing Your Email Inbox Using Microsoft Outlook
- 11** Diversity Brown Bag Matinee—Creating a Respectful Workplace
- 12** Deadline for submitting nominations for the 2011 Models of Excellence Program

DECEMBER

- 1** Penn Certificate Program in Administrative Excellence begins