Word from the Vice President: Positive Change

This Monday, many Penn faculty and staff participated in the campus-wide Day of Service volunteer activities as part of Penn’s week-long commemoration of the life and work of Dr. Martin Luther King, Jr. Volunteers from Penn served on campus and throughout West Philadelphia. This commitment to unity and service reflects our community’s ongoing effort to bring about positive changes locally and globally.

Meaningful and positive change isn’t always easy, as anyone who’s made a New Year’s resolution knows. Often, a change that seems like an “overnight success” is actually the result of research, planning, and collaboration. It can take individual action as well as community support to sustain these improvements.

We in the Division of Human Resources understand those challenges, which is why we continue to provide programs and services to help you realize and maintain your vision for positive change in 2016 and the years ahead.

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

Be in the Know Biometric Screenings Available in 2016

Did you miss the chance to attend one of the Be in the Know biometric screening events last fall? If so, you’re in luck. More screening dates are now available, beginning January 25. Register now and start the New Year on a healthy note.

The on-campus screenings are free, convenient, and confidential. You’ll learn your key health numbers (blood pressure, cholesterol, and glucose), and be on your way earning up to $180* in cash incentives through Be in the Know, Penn’s wellness campaign.

If you can’t make it to a biometric screening in January, additional dates in 2016 include:

- February 11
- February 22
- March 10
- March 21
- April 4
- April 26
- May 10
- May 23

Register for any of these dates now on Human Resources’ Events and Program Registration page at www.hr.upenn.edu/myhr/registration/events?category=35.

You do not need to complete another biometric screening if you already completed one during the events held October 5-November 20, 2015, or if you have submitted screening results from your physician.

Why join Be in the Know now? Not only will you learn more about your current health, you’ll have help – and fun – taking action to maintain and improve it. In the process, Be in the Know will reward you for participating.

After the biometric screening, complete a brief online health assessment on penna.staywell.com, Penn’s wellness portal, hosted by StayWell. You’ll receive a personalized health report with an easy-to-follow plan for maintaining or improving your health and wellness. You’ll earn $100 just for completing these two Core Actions.

Be in the Know can also help you stay active and healthy this winter with Bonus Actions. These activities include wellness walks, on-campus and digital workshops, and even certain visits to your healthcare provider. You can earn up to an additional $80 for completing Bonus Actions and have the chance to win great raffle prizes! See all of the qualifying Bonus Actions on the wellness portal.

Visit the Be in the Know website for more information and important campaign details. If you have questions, email qowl@hr.upenn.edu.

* All cash incentives are less applicable payroll taxes. You must be an active full- or part-time benefits-eligible faculty or staff member to participate. Incentives will be in February 2016, June 2016, and/or September 2016 paychecks, depending on when you complete the Core Actions and qualifying Bonus Actions.

Wellness Program Highlights

From expert nutrition and weight loss advice to exercise and disease prevention strategies, we can help you embrace a healthy lifestyle.

**Indoor Wellness Walk:** 2/12; 12pm – 1pm; free.
Meet the Center for Public Health Initiatives staff inside the Palestra for some heart healthy exercise. In keeping with this month’s Valentine’s Day and Heart Health theme, participants are encouraged to wear red for this 1 to 2 mile walk. Bring your water bottle and don’t forget your sneakers!

Quality of Work Life Workshop Highlights

These free workshops offer information and support for your personal and professional life challenges. For a complete list of workshops and to register, visit www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

**Webinar: Expanded Worklife Benefits Available through Care.com**
2/12; 12pm – 1pm; free.
Penn faculty and staff already have access to in-home backup childcare and adult care as a benefit from Care.com. Tune in to see what expanded services are now available to you and your family, including in-center backup care, adult care planning, and premium web access.
MY FUTURE

MY JOB

Your Year to Take Charge with Essentials of Management

As a manager, you don’t just get things done. You motivate others to do their best in support of your school or center’s mission. Being a manager or supervisor at Penn presents world-class opportunities as well as unusual challenges. To help you take charge and lead your team to achieve all they can, Penn offers a unique program especially designed for you—Essentials of Management.

The next Essentials of Management course begins on February 9, so register today at knowledgelink.upenn.edu to reserve your seat for this enriching development opportunity.

Over five months, Essentials of Management offers nine sessions aimed at giving you what you need to manage staff and develop as a leader. You’ll learn about effective communication, hiring practices and decisions, staff engagement, performance management, workplace safety, and creating respectful work environments.

Essentials of Management students have a special opportunity to work one-on-one with a performance coach for individualized guidance.

Courses combine interactive classroom sessions, discussion, online training, and 360-degree feedback to help you explore ideas and apply what you learn. Because you move through the program as a cohort, you’ll also develop a valuable network of colleagues across Penn.

Build your leadership know-how and confidence. Registration details are on knowledgelink.upenn.edu. Your department will be charged $250 for the program when you register. Courses are scheduled for February 9, February 23, March 8, March 22, April 19, May 3, May 17, June 7, and June 21. Please note that this course is for supervisors and managers only.

Make 2016 your year to take charge. Register for Essentials of Management now at knowledgelink.upenn.edu.

Revisions Coming to Penn’s Short-Term Disability Policy

Penn is revising its short-term disability (STD) and related sick leave policies in order to respond to the needs of our staff. The new plan was developed through the collaborative efforts of the Division of Human Resources, the University Council Committee on Personnel Benefits, and other staff members across the University. These policy changes support full or partial income protection for regular full-time staff members during a period of disability, regardless of weekly or monthly paid status, or length of service.

Who will be affected?
The policy changes are for all current and new regular full-time staff, position grades 28 and below.

University staff members who are covered by collective bargaining agreements should refer to the appropriate contract article. Any contract articles incorporating or referring to previous editions of this policy shall be superseded by the current policy.

When will the change happen?
The changes will go into effect July 1, 2016. Penn’s current sick leave and STD policies remain in effect through June 30, 2016. Leaves that begin prior to July 1, 2016 and continue beyond July 1, 2016 will be paid under the current policy.

What’s changing?
Under the new policy, staff members will be eligible for short-term disability on the first day of the month following their hire date. Staff members will no longer need to accrue STD days. Instead, staff members who are approved for disability will be paid 100% of their base salary for the duration of the disability up to maximum of 6 weeks after a 10-day waiting period.

During the waiting period, sick and/or paid time off (PTO) days will be used. If sick or PTO days are not available, the waiting period will be unpaid. If the approved disability continues beyond 8 weeks, staff members will continue to receive 75% of base salary up to a maximum of 18 additional weeks.

Accrued STD and Sick Days
Staff members will continue to accrue sick days up to a maximum of 24 days. Staff members who have accrued more than 24 sick days by July 1, 2016 will retain their balance of unused days. These days may be used during the STD waiting period and for unrelated illnesses, doctor’s appointments, intermittent family and medical leave, and care of a family member (up to 5 days in a calendar year).

Staff members who have accrued STD days before July 1, 2016 will retain their balances until June 30, 2018. These days may be used during weeks 9-26 of STD to replace 75% of salary with 100%

Learn More at an Information Session

Human Resources will hold information sessions to explain the new policy in greater detail. You are encouraged to attend a session at Claudia Cohen Hall, Terrace Room, 249 South 36th Street. Sessions are scheduled for:

Tuesday, February 2
10am-11:30am
2pm-3:30pm

Tuesday, February 9
10am-11:30am

Please register in advance at the Human Resources events page.

If you have questions, please contact fmla@hr.upenn.edu or visit www.hr.upenn.edu/myhr/benefits.

Professional and Personal Development Program Highlights

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources.

See a complete list of programs and registration information at knowledgelink.upenn.edu or contacting Learning and Education at 215-898-3400.

Managing Student Employees Effectively 2/10; 9am – 12pm; $75.

Student workers are first and foremost students, and their primary focus is their education. Therefore, student employees present different needs than traditional staff members. Managers must respond and manage these differences effectively to ensure productivity. This three hour program will provide attendees with resources that can be used to better meet the needs of hiring and managing student employees.

STEP UP: Introduction; 2/17; 9am – 5pm; $150.

STEP UP is Penn’s own unique pre-supervisory training program designed for those who are ready to make the move from staff member to first-line manager. Across seven half-day classroom sessions and seven online modules, you’ll build a foundation of skills, tools, and information that will help you excel in the new role of supervisor or manager.

MY FUTURE

HR CALENDAR

Programs and Events
Visit www.hr.upenn.edu/events for details

JANUARY

22 Guided Meditation – Take a Breath and Relax
27 Chair Yoga

FEBRUARY

2 Short-term Disability Policy Information Sessions
3 Developing Your Professional Presence and Image
9 Essentials of Management Begins
10 Managing Student Employees Effectively
12 Indoor Wellness Walk
16 Words at Work
17 STEP UP Introduction

MARCH

18 Eating for Heart Health

Visit www.hr.upenn.edu/newsletters/penn@work