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 Future
Opportunities and benefits to help you prepare for your future

Enroll for Long-Term Care Insurance by December 2

As of January 1, 2006, John Hancock Life Insurance Company will be Penn’s new provider for Long-Term Care Insurance. Enroll in Penn’s new Long-Term Care plan by December 2, 2005, and you’ll have guaranteed acceptance into the plan. What does this mean? It means that if you are an eligible, actively-at-work faculty or staff member, you won’t have to provide proof of your good health in order to receive Long-Term Care Insurance. Read below to find out why you might want to take advantage of this opportunity.

What’s Long-Term Care Insurance?

It’s not something most of us want to think about, but there may come a time when you can’t care for yourself and can no longer perform such ordinary tasks as bathing and dressing. It could simply be a result of aging, or it could be because you have an accident or develop a chronic illness. It could happen years from now; it could happen tomorrow. No matter the circumstances, your expenses for care could be very high. However, if you have Long-Term Care Insurance, you’ll have a plan you can turn to for assistance. It helps cover long-term care costs in a variety of locations: in your own home, in a nursing home, or in other types of care facilities. You can receive services from trained nurses, home health care aides, therapists, and other types of caregivers.

Who’s Eligible?

Actively-at-work faculty and staff and your eligible family members are eligible for Penn’s long-term care insurance plan. Eligible family members include: spouses, qualified same-sex domestic partners, parents, parents-in-law, grandparents, grandparents-in-law, siblings and adult children.

How Does Guaranteed Acceptance Work?

If you enroll by December 2, 2005, you will have guaranteed acceptance into the plan regardless of your health status. If you apply after that date, you will need to provide proof of good health. Eligible family members applying at any time will need to provide proof of good health.

How Do I Enroll?

To enroll, learn more, or request an enrollment kit:

• Call John Hancock at 1-800-711-2899 and speak with a Customer Service Consultant, Monday through Friday from 8:30am to 6:30pm.
• Visit the University of Pennsylvania Long-Term Care website at http://penn.jhancock.com (username: penn; password: mybenefit).

*You will need your Penn ID to enroll or request an enrollment kit.

Penn’s Long-Term Care Insurance is underwritten by John Hancock Life Insurance Company, Boston, MA 02117.

Career and Life Strategies for Baby Boomers

Are you part of the Baby Boomer generation? If you were born between 1946 and 1964, you are — and you may now be dealing with situations and decisions that are different from anything you’ve previously faced. Retirement may be a very near prospect. You may be caring for elderly parents. Tuition for your college-age children may be a concern. You may be thinking about a new career direction.

To help you deal with these and other challenges, Human Resources is proud to announce a new series of programs focused on “Career and Life Strategies for Baby Boomers.” This series will include monthly lunchtime sessions on topics generally relevant to Penn staff within 2 -10 years of retirement. It will kick off on January 25, 2006, with an overview of the series goals and subject matter. Additional sessions will run throughout the year, and will focus on topics such as financial planning for retirement, finding engagement and meaning in your retirement, career moves for the mature worker, and the possibility of entrepreneurship after retirement.

Some topics may appeal to you more than others, so you can pick and choose which sessions you want to attend. For more information and to register for sessions, visit the online Course Catalog at www.hr.upenn.edu (click on Course Catalog at the top of the page) or call 215-898-3400.

My Health and Wellbeing
Benefits and services to support the physical, mental, and financial health and wellbeing of you and your family

Cancer Risk Reduction Series

Penn’s Cancer Risk Reduction Series continues with the next in a series of workshops designed to provide you with information and advice to help you and your family reduce your risk for cancer. Go to www.hr.upenn.edu/quality/wellness/workshops.asp for details and to pre-register to attend. For more information, contact Human Resources at 215-898-6116 or oma@hr.upenn.edu.

Reducing Cancer Risks - Stopping to Quit Smoking December 1, 12pm to 1pm - Free

- Learn about the biological and behavioral components of nicotine addiction, and the strategies that have been shown to be effective in addressing these components of addiction. This session will be most helpful for smokers who are deciding whether to quit or not, as well as for friends and/or relatives of smokers. Led by Freda Patterson, Research Project Manager and Smoking Cessation Counselor, Psychiatry, Tobacco Use Research Center.

Employee Assistance Program

Penn’s Employee Assistance Program (EAP) and Work & Family Services provider, Penn Behavioral Health, provides personalized assistance for dependent care issues and personal wellbeing as well as free and confidential one-on-one counseling for you and your immediate family members. Call 1-888-321-4433 or visit www.hr.upenn.edu/quality/wellness/eap.asp. Or, you can go to the EAP website at www.pennbehavioralhealth.org.

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

Emergency Closings

Although Penn normally never stops operating, emergencies such as severe weather conditions may sometimes result in the cancelation 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:

- University’s emergency information number: 215-898-6358
- 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.

Investment Counseling

Figuring out the right investment mix for retirement can be confusing. With all the choices Penn offers, how do you decide which funds are right for you? At this point in your life, should you have a portfolio that’s more conservative or more risky? Individual retirement counseling can help you find the answers to these questions and others. Representative from Vanguard or TIAA-CREF are on Penn’s campus weekly. Go to www.tiaa-cref.org/moc or www.meetvanguard.com to make an appointment today.

My Future continued on page 2

My Health and Wellbeing continued on page 2
My Health and Wellbeing

Can You Reduce Your Risk for Cancer?

Cancer is the second leading cause of death in the United States. According to the American Cancer Society, more than 570,000 Americans will die of cancer and close to 1.4 million new cases will be diagnosed in 2005. However, experts say that many cancer cases can be prevented by adopting healthier lifestyles. Below are some tips that can help you and your family reduce your risk for cancer:

- Eat plenty of fruits and vegetables
- Choose whole grains
- Limit consumption of red meat
- Select foods low in fat and salt
- Be physically active
- Maintain a healthy weight
- Do not use tobacco
- Limit alcohol consumption
- Avoid sun exposure
- Get cancer screenings

Source: Cancer Facts & Figures 2005, American Cancer Society, 2005

Effective Listening and Communication Skills

Good listening and communication skills are essential both in professional and personal settings. Join us on November 17 from 11:30am – 1pm for a free workshop designed to help you enhance these skills. Learn listening techniques that you can use to extract information. Understand when and how to communicate. Discover professional vs. personal listening and communication skills. This session is presented by Penn’s Employee Assistance Program. For more information or to pre-register, visit the Human Resources website at www.hr.upenn.edu/quality/workshop.asp or contact Human Resources at 215-898-5116 or oma@hr.upenn.edu.

My Job

Snow Day Child Care

When the winter weather hits, will you be ready? If you have young children, you may want to think about utilizing a valuable service: Snow Day Child Care. Snow Day Child Care is available for Penn faculty and staff who have children between 12 weeks and 12 years old, when Philadelphia County Public Schools are closed due to inclement weather but Penn is open for business. Note: Children attending schools in other districts are also welcome on days that Philadelphia schools are closed.

The Snow Day Child Care program will be available weekdays between 8am and 6pm from December 5, 2005 through March 31, 2006. The program will be held 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 www.hr.upenn.edu/quality/worklife/snowday.asp, or contact Human Resources at 215-898-5116 or oma@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 Christmas Day holiday will be observed on December 25, and the New Year’s Day holiday will be observed on January 2, 2006. The special winter vacation days will be December 27 through 30, 2005. 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 may be rescheduled for another time.

Calendar

November

17 Career Focus Brown Bag – Interviewing for Your Next Job
17 Effective Listening and Communication Skills
29 - 30 American Management Association Program – Communicating with Difficult People

December

1 Franklin Covey’s FOCUS
1 Competing priorities. Multiple deadlines. A hundred unanswered e-mails. Sound familiar? If so, you’re not alone. This engaging, highly interactive workshop will help you think differently about how you spend your time and give you the tools to increase productivity, enhance your chances of success, keep focused, effectively manage all the information that comes across your desk, and reduce your stress level.

Brown Bag Matinee – Managing Stress
December 7, 12pm to 1pm; free
This video presentation shows how we are particularly vulnerable to feelings of stress in today’s workplace, especially in positions which carry more responsibility than authority, or in a working environment that lacks a supportive network and leads to conflict with others. It also offers positive approaches we can take to alleviate tension and anxiety – from learning how to communi-
 cate with our fellow workers, to techniques to reduce our own personal reactions to stressful situations.

Career Focus Brown Bag – Journey to Success
December 20; 12pm to 1pm; free
This story of Bill Irwin, a blind hiker who courageously walked the entire Appalachian Trail with his dog through treacherous terrain and weather, will inspire you. This video illustrates the benefits of maintaining a positive, determined attitude and reaching beyond your comfort zone in order to attain the impossible. Setting goals, positive thinking, accepting risks and building a sup-
portive network all contributed to his success and can contribute to yours.

January

Career Focus Book Discussion Group
January 11 and 26; 12pm to 1pm; free
Join a 2-session book group to read and discuss the insightful book, “Doing Work You Love”, by Cheryl Gil-
man. This inspirational book provides practical tech-
iques and methods to help you discover how to do the work you love, and how to be engaged in meaningful, satisfying work. Please finish reading the book before the first session.

Update Your Address

The calendar year is drawing to a close, and tax season will be upon us before you know it. 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 U@Penn website at www.upenn.edu/uj/penn (click on ‘My Profile’) or contact your Business Administrator.

My Future

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 Human Resources at www.hr.upenn.edu/learning or 215-898-3400.

November

Career Focus Brown Bag – Interviewing for Your Next Job
November 17; 12pm to 1pm; free
Prepare for your next interview with this workshop. Watch the video “Get Hired: How to Ace the Interview” and hear from training specialist Joe Cooney about how he trains Penn managers to conduct interviews. Topics will include how to prepare for the interview, the types of interviews you might encounter, and how you can present yourself and your skills in the best possible light.

American Management Association Program – Communicating with Difficult People
November 29 and 30; 9am to 5pm; $60
- Communicating with problem employees may be the toughest task we face in today’s workplace. Disruptive employees can sap morale and possibly reduce productivity. This two-day seminar will help you understand your personality style and how it relates to other styles; diffuse angry situations; handle all types of difficult people; become a more engaged listener; find creative options for cooperation, understanding, and agreement; turn difficult situations into successful negotiations; and more.