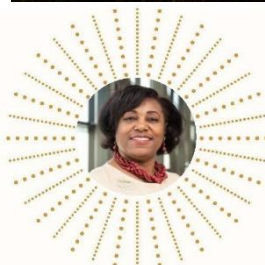
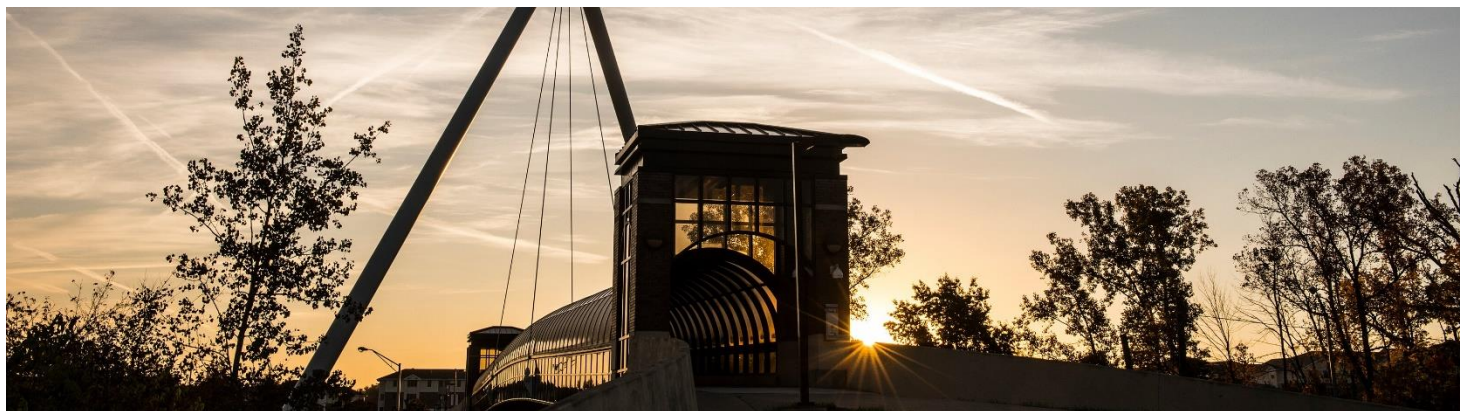


# #HELLOPFW

## Purdue Fort Wayne's HR-OIE Newsletter



From the desk of  
**Cynthia Springer, M. M.**  
 Associate Vice Chancellor for HR-OIE

### New in Human Resources and Office of Institutional Equity

#### Hire to Retire Human Resources

Melissa Helmsing will continue to oversee Talent Acquisition and will now be involved more directly with the recruitment process as a result of an employment transition for Teresa Goodwin. In preparation for Teresa's transition, Rachel Gibson will support the recruitment process. However, day to day contact or questions on recruitment, postings, and candidate statuses should be directed to Melissa Helmsing at [helmsinm@pfw.edu](mailto:helmsinm@pfw.edu).

#### Wellness Coaching & Healthy Boiler

Promoting a healthy campus culture helps ensure a vital academic community where each of us can thrive and participate fully in the university's mission. Over the past three years, we have focused on several wellness strategies to support high-quality health, including Wellness Coaching, Healthy Boiler, and broadening expertise available for the Campus Health Clinic. These strategies report directly to the AVC office.

Healthy Boiler workshops are free to all benefits-eligible faculty and staff and dependents covered on a Purdue medical plan.

Wellness Coach, Lindsay Bloom and Wellness Support, Patricia Grimes, are relocating to the Doermer School of Business, South Campus with their HR|OIE colleagues. Lindsay, a wellness professional, will work alongside PFW staff on action steps aimed to achieve your health, wellness and nutrition goals. [Wellness Coach services](#) are available for the following:

- Healthy eating & Meal planning and prepping
- Behavioral modification
- Weight loss support & Individualized workout planning
- Stress management & Sleep health
- [Tobacco cessation](#)

*(Cont.)*

#### Well-Being Services (Moved to Student Affairs)

Parts of well-being services and ongoing wellness activities that continue the comprehensive employee and student wellness strategy has recently moved to Student Affairs. Questions concerning the following well-being services may continue to be directed to Eric Manor, Director of Wellness:

- The Fitness Center & classes
- The Pantry (WALB and Student Housing)
- Health fairs & Health screenings
- Wellness challenges, including an outdoor fitness circuit

### Special Announcement

#### WE'VE MOVED!

Along with our friends in the Finance office, we're moving! Our new offices are located in the Doermer School of Business, South Campus, on the third floor.

Your HR|OIE colleagues are back on campus (some staggered hours) in our new space. If you need to chat with us, or to set up an appointment, you can reach Human Resources and Office of Institutional Equity staff at 260-481-6840 or by email at [HR@pfw.edu](mailto:HR@pfw.edu) or via any of our staff email or office lines.



*"I commit to empower our talent to explore uninhibited excellence in their work, for their well-self, and for one another."*

*- Cynthia Springer, M.M.*

## Benefits

### Healthy Boiler Deadline Extension

In an effort to help employees make the most out of the Healthy Boiler Program, Purdue Human Resources has announced that this year's incentive deadline has been extended until **December 31, 2020**.

Our campus clinic is seeing patients and is ready and prepared to see you for your Healthy Boiler physical. Please call 260-481-5748 or visit the [Campus Health Clinic](#) website to schedule using the Patient Portal.

**\*Please note that your Healthy Boiler physical consists of TWO visits – one for your preventative blood work, one for your annual physical.** You can also see your regular family physician to meet your requirements to earn your incentive.

## HR-OIE Team Spotlight

### JOE FLORES

Investigator and  
Accessibility  
Advisor

[Florjd01@pfw.edu](mailto:Florjd01@pfw.edu)



Mr. Flores began his career in the private sector working for retail companies including Target and CVS Health. During this time, he managed teams generating as much as \$20 million in annual sales. In 2014, he transitioned to public service when he joined the Fort Wayne Metropolitan Human Relations Commission as a civil rights investigator. He is excited to continue promoting values of fairness and inclusivity as a member of the HR-OIE team.

Mr. Flores is a dedicated husband and father of three children. He received his undergraduate degree from Ball State University, where he majored in Criminal Justice and Political Science. He is also a proud Mastodon alumnus, having recently earned his Master of Public Administration degree from Purdue Fort Wayne. His volunteer roles have included Board Member at Catholic Charities and Assistant Coach at Elmhurst Little League. As a musician active in the local arts community, he has performed with groups at events including Rock the Plaza, the West Central Home and Garden Tour, and the Down the Line series at the Embassy Theatre.

## Compensation and Classification

### How Much Sick Leave Do I Earn?

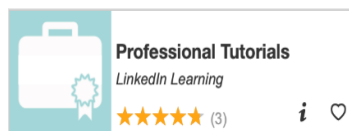
If you are a benefitted nonexempt (hourly-paid) staff member, the amount of sick leave you earn each pay period depends on how many hours -- up to 80 -- you are paid during that pay period. A staff member reporting 80 or more regular hours during a pay period will earn 3.077 hours of sick leave that pay period. Sick leave balances roll forward continually, and sick leave hours are partially-paid out to official retirees.

If you are a benefitted exempt (monthly-paid) faculty or staff member, you are credited with a sick leave balance on January 1<sup>st</sup> of each year. Upon hire, you are given a certain number of hours, up to 80, of sick leave depending on your month of hire. On the January 1<sup>st</sup> following your hire date, you are given a balance of 308 hours. The January 1<sup>st</sup> following your first anniversary, you are given 616 hours to use throughout the year. On the January 1<sup>st</sup> following your second anniversary, and every January 1<sup>st</sup> after, you are given 924 hours of sick leave. Note that these numbers are pro-rated for part-time employees, and that sick leave does not roll forward. Also, there is no payout of sick leave to exempt employees upon leaving the university.

## Learning & Development

### LinkedIn Learning

As our campus continues to adjust and navigate through changes to provide for a safe work environment, remote work has become the norm for many. Keeping informed and also refining the skills needed for successful remote work is critical. We want to be sure that employees are aware that they have access to the valuable on-line learning resource, LinkedIn Learning.



LinkedIn Learning is a self-directed learning platform that provides learning and improvement tools via online videos.

Employees can search for courses and select those that best fit their learning need. This platform is available to all PFW employees.

LinkedIn Learning is connected to the employee's LinkedIn profile. Employees can access by signing in with the email address they use for LinkedIn.com or they may use their PFW e-mail. To access LinkedIn Learning,

1. Go to [one.purdue.edu](https://one.purdue.edu)
2. Search for Professional Tutorials - LinkedIn Learning
3. Enter your Purdue Career Account and BoilerKey. You will can then sign-in and access a number of online learning enhancement tools.

Employees may contact Dimples Smith, [smid@pfw.edu](mailto:smid@pfw.edu) with questions or for additional information.

## Employee Relations

### Protecting Vulnerable Populations from COVID-19

Purdue University Fort Wayne continues to take extraordinary measures to protect the health and safety of students, faculty, and staff during the COVID-19 pandemic.

Purdue University announced a system-wide plan for identifying those in the university community who are most vulnerable to serious illness and the process for making accommodations to provide a safe working environment.

The process, designed to be simple, responsive, and respectful of healthcare privacy, is initiated by an employee who believes they are medically vulnerable to serious illness and needs additional assistance on campus. **Employees who are working remotely or have everything they need to protect them on campus are not required to initiate an assessment. You are encouraged to work with your supervisor to come to an agreeable arrangement prior to pursuing this process.**

Each individual will be asked to self-assess their vulnerability category based on a list of known medical factors that, if not well controlled, can lead to serious illness in an individual who contracts the COVID-19 virus.

Purdue’s Human Resources office has created a [website dedicated to the assessment process](#). The site includes a [secure intake form](#) designed specifically for the Purdue Fort Wayne campus. Employees will be able to assess and self-identify their known risk level based on current [CDC guidelines](#) and reviewed and approved by Purdue University’s medical advisory team and experts.

As the science of COVID-19 continues to evolve, the [Medical Advisory Team](#) will regularly update guidelines, and Purdue will keep employees across the system informed of changes as quickly and clearly as possible.

***It is important to note that individuals need not disclose their specific medical factors; they will merely identify themselves on a 1 to 5 scale, with “1” signifying the most medically vulnerable.***

Once an employee has initiated the process, Human Resources will contact them to discuss their workplace, work assignments, and potential adjustments to reduce the risk of COVID-19 exposure. The following are examples of workplace adjustments:

- Remote work
- Alternative work schedule
- Specifically fitted personal protective equipment (PPE)
- Physical alterations to work station, office, or classroom environment

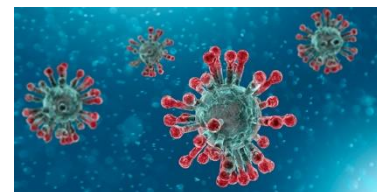
Medical Factors that Impact Risk Level	Medical Factors	Age	Vulnerability Level
Autoimmune diseases	One or More	65 & over	1
Suppressed immune disorders			
Serious heart conditions	One or More	30 to 64	2
Chronic lung disease and COPD			
Active cancer treatment or hematological cancers	One or More	18 to 29	2
Persistent asthma			
Diabetes	Only Age	65 & over	3
Pregnancy			
Chronic kidney or liver disease	None	30 to 64	4
Individuals with a body mass index above 40	None	18 to 29	5
Over age 65			

Purdue Fort Wayne recognizes that these adjustments might not be sufficient for all individuals. In those cases in which a particular individual needs more, our Office of Human Resources will work with the individual to obtain medical information and engage in a full interactive process under the Americans with Disabilities Act. This process will help the individual, Human Resources, and the employing department identify workplace accommodations.

Here are Purdue Fort Wayne’s Human Resources contacts:

- Melissa Helmsing, Workplace Accommodations, [helmsinm@pfw.edu](mailto:helmsinm@pfw.edu)
- Andia Walker, Workplace Accommodations, [walkat01@pfw.edu](mailto:walkat01@pfw.edu)
- Amy Jagger, Americans With Disabilities Act Accommodations, [jaggera@pfw.edu](mailto:jaggera@pfw.edu)

The goal of the adjustment and accommodation process is to enable employees to work as safely as possible.



## Employee Relations

### Employees with fever, cough or other concerning symptoms

Individuals should **not report to work** on campus or visit campus if they are potentially symptomatic for any reason. Colleagues should follow their normal call-off procedures. If an individual develops any of the COVID-19 symptoms or is not feeling well during their shift, they should **contact their supervisor** and go home. A return to work plan/date will be determined by the supervisor, in consultation with Human Resources.

For more information, visit the [PFW Prepared Website](#).

For employee relations concerns or any questions regarding your work environment during this time, please contact Melissa Helmsing at [helmsinm@pfw.edu](mailto:helmsinm@pfw.edu).



## Wellness

### August Wellness Initiatives

To sign up to participate in any of these wellness initiatives, please contact Health Coach, Lindsay Bloom at [lbloom@pfw.edu](mailto:lbloom@pfw.edu).

#### Employee Yoga – August 5, 12, 19, 26; Noon–1 p.m.

Join employee health coach, Lindsay Bloom to de-stress, deep breathe, and increase flexibility, balance and muscle tone. All levels welcome!

Yoga will continue virtually at noon on Wednesdays through August 19. Beginning August 26, Yoga will be offered in-person on campus, with more information, including location, to come. Space may be limited due to social distancing guidelines.

#### [Join the Webex meeting](#)

Meeting number: 612 289 539

Meeting Password: One2One

#### Cottage Gardens – August 17 at 7 p.m.

Allen County Extension Office  
Advanced Master Gardener, Pam Snyder walks you through the joy and beauty of creating cottage gardens. Cottage gardens seamlessly blend colors, textures, forms and even fragrance. Pam will share interesting tidbits of history about the splendor of these vintage wonders.

To allow for social distancing, each class is limited to 15 attendees. Both registration and face coverings are required. If you do not have a face covering, disposable masks will be provided. These classes are open to the public at the Purdue Extension Office on the PFW campus, 4001 Crescent Avenue in Fort Wayne, Indiana.

For questions, or reasonable accommodations, contact the Allen County Extension Office, 260-481-6826.

#### Live Virtual Lunch and Learn: Enhance Immunity – Thursday, August 27, 11:30 a.m.– 12:30 p.m.

An increasing amount of evidence tells us that our diet and lifestyle choices can influence how our bodies respond to illness. In the time of COVID-19, this wisdom for staying healthy is more important than ever. Learn how to adopt simple, healthy behaviors to naturally support and enhance your immune system and help defend your body against illness and disease.

#### August Healthy Boiler Challenge – Be Grateful

The Be Grateful Challenge invites you to write down three things you are grateful for each day for 30 days. By the end of the challenge, you will have a list of 90 different things that you are thankful for. It only takes minutes each day but can change your whole outlook on life. Expressing gratitude can improve your physical and mental health, and even help you sleep better.

Visit [Wellness News and Events](#) for a complete list of events in August.

## Learning & Development

### Mask-A-Don Ambassadors Needed

As we work to transition back to campus, we continue to value keeping our campus community safe. This effort takes having as many hands as possible engaged in sharing the message of safety. One key safety feature is the requirement that while on campus, everyone is wearing a face covering.

To ensure the message of safety reaches every corner of our campus, on August 24th and August 25th, during Welcome Week, there will be 10 key zones where disposable facemasks will be made available. Many staff, faculty, and students have stepped up to be a part of this 100 volunteer effort.

The initiative is still in need of additional volunteers willing to serve as safety ambassadors and make disposable facemask available to anyone who may need or request one. If you have not volunteered and are interested, please contact Kirk Tolliver, [tolliver@pfw.edu](mailto:tolliver@pfw.edu), or Dimples Smith, [smid@pfw.edu](mailto:smid@pfw.edu) for additional information.



## We're Here For You

Human Resources and Office of Institutional Equity  
Kettler Hall, Room G02  
Main Phone: 260-481-6840  
Email: [hr@pfw.edu](mailto:hr@pfw.edu)  
HR Services Email: [payroll@pfw.edu](mailto:payroll@pfw.edu)

Looking for more information about a specific topic?  
See our [Contacts by Topic Guide](#).

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UNIVERSITY  
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