

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

Rethinking Telework

I recently read a few articles on workplace telework programs. From Human Resources Executive, the [Rethinking Telework](#) article pointed out how HR departments are engaging the workforce on remote work programs through their in-house newsletters.

A main concept in the *Rethinking Telework* article, which is pre-COVID-19, that caught my attention is the focus on emerging trends where employers were bringing teleworkers back in-house. The article was authored in 2017, and at that time organizations were reversing *their direction on telecommuting by either restricting or ending work-from-home programs*. Many organizations had not fully engaged in telecommuting as a practice until the worldwide pandemic pushed the country in this direction. Today, post-COVID-19 influences on telework programs have marked an enormous shift from employees working in the office to a complex reliance on employees working remotely. **Is this the future?** My response to this question is presently unknown, especially since the country is barely over the hurdle of the COVID-19 pandemic.

[20 Tips for Working From Home](#). Here are a few helpful tips for those of us who are working remotely that focuses on the success of working from home. First, teleworkers will need some change in habits and routines. *Everyone who works remotely has to figure out when to work, where to work, and how to create boundaries between work and personal life. What about office equipment, career development, training opportunities, and building relationships with colleagues?* **Highlights** are listed below, and feel free to read [the full article](#) for the entire list of 20 tips:

- *Maintain Regular Hours - set a schedule. Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balances.*

- *Set Ground Rules with the people in your space when you work.*
- *Schedule breaks and take them.*
- *Do not hesitate to ask for what you need to get your job done comfortably, including the right monitor, keyboard, mouse, or chair.*
- *Socialize with colleagues to combat loneliness and isolation, which can be common, but even more so with social distancing driven by COVID-19 safety parameters.*
- *Be Positive.* This has more to do with the intentionality of clear messages, so people know how to interpret your tone in writing.

Next, *Telework Etiquette Still Means Professionalism* reminded me of one of those “yikes” stories recently shared with me by an HR colleague about how easy it is to forget that you are on a video conference. In the story, a guy stood up and was unaware that his bare tummy was right in front of the video monitor as he took a well-needed ergonomic stretch. **Yikes, right!** The title says it all, but here are a few helpful tips on telework:

- *Just because you just jumped out of the pool (of course, while you were on your lunch break) does not mean you should be on camera in your swimwear. I took this to mean to dress professionally, or workplace appropriate for your role.*
- *Kids, pets, and your visiting relatives probably do not belong in the meeting.*
(ME: But I love seeing my colleagues all so cute pets and just so adorable kiddos)
- *Teleworking behaviors should be respectful, considerate, and illustrating appropriate patience.*

(continued on next page)

Rethinking Telework (cont.)

Is there forgiveness? Yes, I think many people would suggest that there is more lenience and empathy in the telework environment, but you would be better off getting noticed for professionalism rather than the opposite. Do the best you can to restrict anything that would not be part of that old-school, in-the-office meeting. Maybe old-school will become new-school again. Maybe it will be blended, or who knows what? In the meantime, your telework etiquette matters!

Let's conclude with PFW data on our post-COVID-19 workplace telework program, here are a few key facts:

#1 The approximate percentage of PFW faculty and staff who are working remotely during the Fall Semester 2020 is 12.6%, 28.8% are working partially remote, and 58.6% are working on-site 100% of their scheduled work time.

#2 Human Resources processed 212 workplace accommodations forms. The accommodations were provided in the categories of telework, sanitation and PPE requests, hybrid / partial remote work, space modifications and schedule modifications.

Lastly, **THANK YOU!** for keeping to safe COVID-19 practices, and for keeping the university moving forward by participating in our teleworking program. My HR industry colleagues and I are finding that telework programs are proving, on average, that teleworkers are just as productive, not to mention that remote workers are better collaborators.

Duffy, J. (2020, July 31). *20 Tips for Working From Home*. Retrieved from PC: <https://www.pcmag.com/news/get-organized-20-tips-for-working-from-home>

Gilbert, D. E. (2020, August 14). *Dennis E. Gilbert*. Retrieved from dennis-gilbert.com: <https://dennis-gilbert.com/telework-etiquette/>

Patton, C. (2017). *Rethinking Telework*. *Human Resources Executive*, 3.

Mental Health Corner

Bowen Center Resources

The Employee Assistance Program (EAP)—open 24 hours a day, 7 days a week—is available through the [Bowen Center](#) at 800-342-5653. Go to www.bowencenter.org and click on “Schedule an Appointment” and then a scheduler will contact you. You can also schedule an appointment by emailing Bowen at EAPReferrals@bowencenter.org and ask to be contacted by providing your name, employer & best phone number and time to reach you

Recently, Ted Westerhof from the Bowen Center led us in a virtual session in “Managing Stress During COVID-19”, providing us with another valuable resource as we continue to navigate these unprecedented times. Catch the recording [HERE!](#)

Check out Bowen's Newsletter communication, “Mental Health Moments” posted on our [EAP site](#).

"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

Open Enrollment is Coming!

2021 Open Enrollment will be active October 28 – November 10. Enrollment **MUST** be completed by 6:00 EST November 10. [Purdue's Open Enrollment site](#) houses all 2021 benefits information, including your [Enrollment Guide](#). The Enrollment Guide provides information on your primary benefits as well as plan comparisons, premiums and details on HSAs (Health Savings Accounts) and FSA (Flexible Spending Accounts).

Local Presentations will be held virtually this year:

- **October 13th at 10:00 am**
 - WebEx Link [HERE](#):
 - Password: OE2021!
- **October 21st at 2:00 pm**
 - WebEx Link [HERE](#):
 - Password: OE2021!
- **October 26th at 11:00 am**
 - WebEx Link [HERE](#):
 - Password: OE2021!

Can't make it to the presentation? Catch a recorded version on Purdue's website [HERE!](#) Please note as an addition to the information on the final slide presented in the recording that you can contact **Amy Jagger, in PFW Human Resources, at jaggera@pfw.edu (best way to contact) or 260-481-6096 with questions.**

To help field your questions and still respect social distancing efforts, virtual one-on-one sessions are being offered. To sign up for a virtual one on one spot, please visit the Signup Genius site located [here](#). If you would like to send your questions ahead of time, please feel free and a written summary can be provided after our meeting for your reference.

In addition, the [Resources](#) page on the benefits site houses numerous videos, learning opportunities, information on additional benefits, education forms and guides to assist you in preparing for your 2021 enrollment.

Questions? Please contact Amy Jagger at jaggera@pfw.edu.



Healthy Boiler Program

October Employee Wellness Initiatives

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

Employee Yoga

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

The class will be held in the Fitness Studio, Gates Athletics Center on Wednesdays October 7, 14, 21 and 28 from noon-1pm. Can't attend in person?

[Join the class via WebEx](#)

Meeting number: 612 289 539

Meeting Password: One2One

Relaxation Workshops

Join Lindsay Bloom, Health Coach, weekly in October to for short, guided meditation and deep breathing exercises. Register on the [Healthy Boiler portal](#). A WebEx link will be sent before the class.

Tuesday, October 6, 10:05-10:15am

Wednesday, October 14, 2:05-2:15pm

Friday, October 23, 12:05-12:15pm

Monday, October 26, 11:05-11:15am

Blood Health Screenings at Purdue Fort Wayne – 10/27

[Blood Health Screenings](#) are an important part of maintaining good health. That's why Purdue Fort Wayne partners with Lab Corp to provide confidential health screenings throughout the year. This year a new Wellness Panel is being offered for FREE to all campus employees/spouses and retirees/spouses (one per calendar year), as well as other single non-fasting tests. In order to maintain social distancing guidelines, the number of appointments is limited to 20 people. Walk-ins will not be available. Online registration is required. [Register](#) early to reserve your spot!

October Healthy Boiler Challenge – Blood Drive

The Blood Drive Challenge invites you to donate blood one time this month. Donating blood once may not build a habit, but, hopefully, it will break the ice for future donations. Did you know that when you donate blood, you can help as many as three people and sometimes even save a life? More details about the challenge will be available on the [Healthy Boiler portal](#) on October 1.

Flu Shots

This year's on-campus flu shot clinics will be provided by Super Shot. To allow for social distancing and overall flow, participants will be required to reserve an appointment online through the Super Shot scheduling system. The link will be included in Inside PFW as soon as it is available.

In advance of the required online registration opening, those interested in taking advantage of the opportunity may pencil in these dates, times, and locations:

Thursday, October 15, 11 am.–2 p.m., Steel Dynamics Keith E. Busse Mastodon Alumni Center

Thursday, October 22, 11 a.m.–2 p.m., Student Housing Clubhouse

Monday, November 16, 3–6 p.m., Alumni Center

Flu shots are available to all enrolled students, and to faculty and staff (includes family members age 13 and over). The vaccine is covered by the Purdue and IU Anthem medical plan as well as most other health insurance providers. For those who don't have health insurance, don't want to file with their insurance, or those who have Medicare, the cost is \$15. Cash, credit/debit cards, and checks will be accepted. You must have your insurance card with you.



OUR VALUES

- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

Employee Relations

Spring Workplace Accommodation Process

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.

For the fall semester, 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. For the Spring semester, here are the procedures:

- Anyone that has already been through this process and wants to continue into the spring semester simply needs to send an email that contains approval from their supervisor to continue with their agreed-upon plan to Andia Walker at walkat01@pfw.edu.
- If you do not already have a plan in place and want to go through the process, visit our [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.

The process, designed to be simple, responsive, and respectful of faculty and staff healthcare privacy, is initiated by a faculty or staff member who believes they are medically vulnerable to serious illness and needs additional assistance on campus. **Faculty and staff who are working remotely or have everything they need to protect them on campus are not required to initiate an assessment.**

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

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 fully interactive process under the Americans with Disabilities Act. This process will help the individual, Human Resources, and the employing department to identify workplace accommodations.

Payroll

Payroll Resources Available

Are you a new student or temporary worker, benefitted employee, or supervisor? We have an abundance of resources for you! Accurate timekeeping is critical to your success. Starting a new job or adding responsibilities as a supervisor can feel overwhelming. We are here to help!

If you are a **new supervisor**, check out the resources on the [Supervisor Resource](#) page. Here you will find information on payroll calendars, pay dates, how to approve and reject time, and so much more!

Student and temporary employees record time through the webclock. This tool is an electronic timeclock where students temps clock in at the start of their shift and clock out at the end of their shift. To help you utilize the webclock, we have a [video](#) and a [guide](#) to assist you.

New benefitted employees don't use the webclock. Your hours are already placed in your timesheet according to the number of hours that you are expected to work each day. This is also referred to as negative duration. Recording your time may be different than what you may be accustomed to. If you work more or less than your expected daily hours, you may have to record a change in your time sheet. The [guide](#) for negative duration, the [video](#) for negative duration and information on [requesting time off](#) will be very helpful for you. These resources provide you with how to record changes to your timesheet.

If you have questions or need guidance, please reach out by email at payroll@pfw.edu. A team member will respond within 1 business day.

Compensation and Classification

Sports Betting and You

You haven't been able to turn on a radio or television recently without hearing an advertisement from an online gambling site with a promotion for risk-free bets or incredible odds.

Sports betting has been legal in Indiana since September of 2019. Remember, though, that Purdue University prohibits students, faculty, staff, and independent contractors from placing any type of wager on any Purdue team, athlete or coach. This applies to wagers placed either for or against any Purdue team or athlete, and it applies to any sport at any Purdue campus.

[\[Policy III.A.5. Sports Wagering\]](#)



Learning & Development

Supervise for Success Spring 2020 Class

Engaging in self-discipline, strength and synergy, the Spring 2020 Supervise for Success class successfully navigated through learning as their training transition from the traditional face-to-face format to a virtual on-line format. The perseverance and persistence they displayed to finish what they started and stay the course gives weight to the three “S’s” in Success: Self-discipline to stay the course, stamina to complete the work, and synergy to achieve the best outcome.

We take this opportunity to recognize their efforts and commend them on a job well done!

<p><i>"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." - John Quincy Adams</i></p>	 <p>Dawn Barnes Facilities Project Management</p>	 <p>Sunila Chowdhry Undergraduate Admissions</p>	 <p>Chip Compton Communication & Marketing</p>	 <p>William Dzuricko Student Life & Leadership</p>	 <p>Kristine Frye English/Library</p>
 <p>Melissa Gruys Doermer School of Business</p>	 <p>Colleen L. Krohn Biology</p>	 <p>Melissa Lawson Administrative Business Services</p>	 <p>Karen Lenfestey College of Engineering Tech. & Computer Sci.</p>	 <p>Kate Long Academic Affairs, Collegiate Connection</p>	 <p>Erika Mann Library</p>
 <p>Maria Norman Student Information Sys.</p>	 <p>Laura Oberholtzer Registrar</p>	 <p>Michael Phillips Information Technology</p>	 <p>Renan Reilly Career Development Center</p>	 <p>Jordan Sanderson Student Government & Resource Center</p>	 <p>Amanda Seilheimer Student Success & Transition</p>

We recognize and celebrate the effort you put forth!

Human Resources & Office of Institutional Equity, Learning & Development

HR-OIE Team Spotlight

DIMPLES SMITH

Learning & Development
Director

smid@pfw.edu



Dimples began her journey at the university as a student. Prior to being a student, she worked for a weekly minority newspaper, a defense contractor, and a gasoline pump manufacturer. Holding a variety of roles from layout and design, marketing, and sales to human resources, those work experiences provided the resolve for and passion to pursue academic achievement.

Joining the university in 2003 as an employee in the General Studies Department, she later moved to Human Resources (HR) serving in talent recruitment, compensation and classification, employee relations, as a university investigator, and now in her current role as Director of Learning and Development. While at the university, she also earned an Associate's Degree in Organizational Leadership & Supervision (OLS), Bachelor's in General Studies, and an MS in OLS. She also holds an Associate's degree in Business from Ball State University.

Dimples' passion is developing others for success. "Choose the road less traveled, and pave the way for others," is her personal declaration. Her life's joys are her children, grandchildren, worship, and lemon ice cream. Send her a quick note should you ever come across lemon ice cream in Fort Wayne. You will have one happy camper!

Learning & Development

Performance Evaluation Goal Planning Online Workshop

As we continue into the 2020-2021 evaluation year, it is important that employees have goals for which they strive. It supports employee engagement, growth, and development and employees in every Career Stream are required to establish a goal within SuccessFactors. The university's performance evaluation period is May 1, 2020 to April 30, 2021 and goals are central to the annual evaluation. HR-OIE Learning & Development will offer virtual on-line refresher sessions on Goal Setting in SuccessFactors



During these session, employees will learn the important components of the goal setting process and how those components connect to the performance ratings they receive. Several virtual sessions will be held during November. Employees can [register for a session](#), or departments can request a session for their specific area. Additional Performance evaluation resources are available on the [HR-OIE Learning & Development website](#). Contact Dimples Smith, smid@pfw.edu, with any questions regarding goal setting and/or annual evaluations.

Office of Institutional Equity

Respect Boundaries Training



The Respect Boundaries training that is assigned each semester to incoming students will be launched shortly. Please be on the lookout for a forthcoming announcement.

The slight delay allows our students to complete the training within Brightspace rather than the previous LMS, a more seamless experience since all course material is now housed there. It should also streamline the removal of holds placed on the accounts of students who do not complete it within the designated time period. OIE appreciates your patience and commitment to making sure students learn about the resources available to them to respond to incidents of sexual misconduct and assault.

Also, don't forget that the Office of Institutional Equity continues to hold office hours at the Dean of Students Office, Walb 111, from 1:30 p.m. - 4:30 p.m. every Thursday afternoon.

#HelloPFW Contact Us

Human Resources and Office of Institutional Equity
Doermer School of Business Building, Suite 300

Main Phone: 260-481-6840

Email: hr@pfw.edu

HR Services Email: payroll@pfw.edu

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