

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



Updates to Background Check and Non-pay Appointment Policies

From Purdue Today Article dated 8/1/2022:

Effective August 1, the following policy changes are in effect:

Background Checks (VI.F.6): Updates to this policy include background checks for current employees who apply for a new position and for individuals appointed to positions defined in policy VI.B.3 (below). Sex and violent offender registry checks are now required for student and graduate student positions (to be performed by the hiring department). Operating procedures for performing misconduct screenings are being implemented with the policy changes.

Appointments for Personnel Not on Payroll (VI.B.3): This policy supersedes a memorandum covering the same position types, which include adjunct faculty members, affiliate faculty or staff appointees, associate staff members and visiting scholars. Changes from the memo include background check requirements, updated privileges, clarification of approval authority, and a requirement for each dean to establish and document the prescribed process for promoting adjunct faculty members within their college/school.

Visit the [new and revised policies page](#) on the University Policy Office website for a link to the full text of the systemwide policies. **Note:** Policies and standards do not apply to Purdue University Global, as it maintains its own policies and standards.

Questions? Please contact Human Resources at HR@pfw.edu or 260-481-6840.

PURDUE UNIVERSITY
FORT WAYNE

**Human Resources
and Office of
Institutional Equity**

"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.

Office of Institutional Equity

Title IX Distinguished Service Award

Nominations sought for Title IX service award

In honor of the 50th anniversary of the enactment of Title IX, nominations are solicited to recognize and honor individuals who have made significant contributions to the advancement of gender equity in education. The recipient of this award shall demonstrate sustained accomplishments in one or more of the following:

1. Maximizing institutional and/or societal resources to broaden access and opportunity to women in higher education.
2. Expanding the range and quality of the female undergraduate or graduate student experience at Purdue University.
3. Contributing to the achievement of gender equity at all levels of the academic community.
4. Contributing to the advancement of women in intercollegiate athletics.
5. Providing local and/or national leadership on issues related to gender equity in education at all levels.

A letter of nomination and supporting materials should be sent to vpec@purdue.edu or to the Office of the Vice President for Ethics and Compliance, Ernest C. Young Hall, Room 1029, 155 S. Grant St., West Lafayette, IN 47907-1295 by August 31, 2022

Employee Relations

Inclusive Hiring Process Reminder

As a part of the university's strategic plan initiative of embracing diversity, equity, and inclusion, leaders from the Office of Diversity, Equity, and Inclusion (ODEI), Human Resources and Office of Institutional Equity, and Academic Affairs, have created the Purdue Fort Wayne Inclusive Hiring Process. This process is designed to ensure our campus is providing an inclusive hiring process for all candidates. While this process has already begun for faculty positions, it launches on August 1st for all staff positions.

This process starts with the Inclusive Hiring Workshop, a training session that anyone wanting to serve as a search committee member must complete. Our Compensation and Classification team have begun working with hiring managers to create job descriptions that are comprehensive and encourage an overall diverse group of candidates to apply to our positions. The Office of Institutional Equity is ensuring we are using inclusive language in our postings, along with confirming our candidate pool is diverse and that efforts are being made to reach candidates in accordance with the department's specific Affirmative Action goals.

What is your job in this process? All faculty and staff are encouraged to take the Inclusive Hiring Workshop. Please email kshovis@pfw.edu to sign up for a session. Completing the training, even if you don't have an open position at the moment, ensures that you are prepared when you do need to post a position, or if you are asked to serve on a search committee. This training will be required for all search teams.

Benefits

Reminder: Anthem Reimbursement Available for COVID-19 At-Home Testing Kits

Employees covered by a Purdue medical plan can get reimbursed by Anthem for the costs of over-the-counter, at-home, diagnostic COVID-19 tests until the end of the Coronavirus Public Health Emergency.

Over-the-counter diagnostic tests can be purchased online, at a local pharmacy, or from a big-box store. Employees can get up to eight over-the-counter tests each month. Each test kit that includes two rapid tests will count as two of the eight covered tests. The federal requirement covers the cost for diagnostic tests.

In order to submit a claim for reimbursement from the health plan, please use www.anthem.com or the Sydney mobile app to upload your receipt and claim form. If you need guidance on filling out the claim, please see this [Quick Reference Guide](#) detailing the process in greater detail.

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

Office of the University Ombudsperson

Together, we are Purdue University Fort Wayne!

By being united by our mission, driven by our strategic plan, and empowered with the learning process, we impact our community and the world through student success.

Within any work environment, there are sometimes moments of misunderstanding, challenges, and even conflict arising from a series of unresolved disputes. Purdue University Fort Wayne provides students, faculty, and staff different ways to resolve matters so that learning and development can continue with excellence!

Consistent with the university's values and statements, the following represents our collective expectations for students, faculty, and staff within the campus environment:

“Purdue University Fort Wayne is committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect among its members; and encourages individuals to strive to reach their own potential. In pursuit of its goal of academic excellence, PFW seeks to develop and nurture its diversity. PFW does not condone and will not tolerate Discrimination or Harassment against any individual based on race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression. All members of the PFW community are encouraged to report any incident of [Discrimination](#) or [Harassment](#).”

The Office of Institutional Equity provides leadership to the Purdue Fort Wayne community in upholding practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment, and educational opportunity for all persons without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status.

In fall 2022, the university will launch a campaign to help enhance our campus climate and sense of belonging. The campaign will provide everyone with pathways for reporting workplace and campus challenges. We encourage everyone to work toward a cohesive and productive campus environment. In doing so, we will all manifest the university's mission.

Together, we are Purdue University Fort Wayne.

Mental Health Corner

How to be More Mindful at Work

Last month we explored the benefits of mindfulness. This month we present mindfulness exercises you can try at work. Hopefully they will assist you in feeling more present, in the moment, and productive!

Focus on your breath. A simple breathing exercise can have a deep impact on your state of mind — plus, it's one of the most inconspicuous ways to practice mindfulness at work. Whenever you start to feel stressed during the workday, take a minute to focus on your inhalation and exhalation, feeling yourself starting to relax.

Take regular breaks. Most people don't think they can afford the time to take a break, let alone regular breaks. But productivity studies have found the most productive employees had an ideal work rhythm of 52 minutes of work time followed by a 17-minute break. If you want to start incorporating regular breaks into your day, try setting a timer on your phone to ring every hour. When the timer rings, take a break — it could be as short as one minute at your desk or as long as you can spare — to do a simple mindfulness practice.

Actively listen. Try being fully present and mindful of what others are saying throughout the workday, instead of just automatically nodding as you wait for your turn to talk. You'll benefit from learning to quiet the internal chatter in your head and creating space and openness to process what your coworkers are trying to tell you. And you may even strengthen your relationships with people at work!

Use your commute to mindfully unwind. It's important to unplug at the end of the workday and set boundaries, so you can be truly present at home. The commute can be an ideal time to make this transition. Here's one way to do it: turn off your phone, music, audio book, and any other distractions, and simply be — noticing things around you and focusing on the breath. If thoughts about work issues and stress arise, simply acknowledge them and let them go.

Want to learn more mindfulness skills for the workplace? Schedule a private and confidential EAP counseling appointment today!

To set an EAP appointment simply go to www.bowencenter.org or call 1.800.342.5653. Make sure to inform the scheduling specialist that you have EAP coverage through PFW.



Employee Relations

Employee COVID-19 Self Reporting Form – Reminder

As COVID-19 cases continue in our area, we want to remind you that Purdue Fort Wayne faculty and staff should self-report their positive COVID-19 test or need to self-quarantine using this [confidential self-report form](#).

Employees can also use this form to request assistance from Human Resources in completing necessary leave forms. If assistance is requested, the employee will be contacted by Melissa Helmsing, Associate Director of Human Resources, or Amy Jagger, Benefits Director, who are the only university personnel who will have access to submitted self-report forms.



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

HB Wellbeing

August Healthy Boiler Wellbeing Events

Theme: Routine Reset

Healthy Boiler Pillar: Behavioral Health



Employee Yoga

Wednesdays, August 3, 10, 17, 24, 31

12 - 1 p.m.

Fitness Studio, Gates Athletics Center and virtually via Zoom



Yoga incorporates movement with deep breathing techniques to de-stress, maintain or develop good balance and flexibility for life. Learn poses and techniques to practice yoga anytime, anywhere. Participants work at their own level guided by health coach Lindsay Bloom. Class meets in-person and virtually every Wednesday. All levels welcome. Open to all faculty and staff.

In-person class: Space is limited. Meet at the Fitness Studio in the Gates Sports Center.

Virtual class:

Join the ZOOM presentation:

Meeting ID: 971 2106 0966

Passcode: Relax

Strength Training

Fridays August 5, 12, 29, 26

Noon-12:45 p.m.

Fitness Studio, Gates Athletic Center and Virtually via Zoom

Strength training is any type of exercise that involves your own body weight or equipment to build muscle mass, endurance, and strength, and is important for flexibility, mobility, improved performance, and lower injury risk. Join health coach Lindsay Bloom as she leads the in-person and virtual full-body strength training workout every Friday in July. You will need light to medium dumbbells for some exercises in this class.

In-person class: Space is limited. Meet at the Fitness Studio in the Gates Sports Center.

Virtual class:

Join the ZOOM presentation:

Meeting ID: 959 3530 0006

Passcode: Strong

RIPPLES A W A R D

Faculty and staff can recognize colleagues across campus by nominating them for a RIPPLES Award. Your RIPPLES submission communicates to your peers the ways that they make a difference and that their contributions help to make PFW a great place to work.

To nominate someone today, please visit:

<https://www.pfw.edu/offices/human-resources/compensation/ripples>.

#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

Payroll Services Email: payroll@pfw.edu

Looking for more information about a specific topic?

See our [Contacts by Topic Guide](#).

