

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

EACH One REACH One

REACH: Remember, Everyone Affects Campus Happiness

Last month we introduced our characterization of the word "R.E.A.C.H." to serve as a reminder that each day we all have an impact on the PFW campus, whether to one another as internal colleagues or through our interactions with students or as we interact externally in our community,.



Through our roles, we are ambassadors (walking billboards) for PFW, that significantly influence campus satisfaction. Our influence brings either a passive, or proactive, or adverse point of view. **In last month's article**, we are asked to challenge ourselves to ponder, retroactively, our service to the university over the years and to assess which influence has been our point of view.

So, let's remember, each one – **REACH** one! Tell a colleague "Thanks" each time that you notice a proactive act that positively and proactively REACH the campus culture to drive campus happiness. Positivity is contagious!

"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 50th Anniversary

PURDUE UNIVERSITY CELEBRATES



On June 22, 2022, we will be celebrating the 50 Year Anniversary of Title IX. Title IX is usually associated with sports and athletics, but it is much more than that. Title IX of the Education Amendments of 1972, is a comprehensive statute that prohibits sex discrimination in all federally financed educational institutions, including high schools and middle schools, in all programs and activities. So, regardless of gender, all students in a school should have equal opportunity.

Updates in Compensation and Inclusive Hiring: July #HelloPFW

Join us for our quarterly **#HelloPFW Town Hall Chat**. We strive to continually improve our work to ensure that our initiatives align with and/or support the advancement of HR|OIE, the university's Strategic Plan, and YOU!

Next Town Hall Session: Wednesday, July 13th at 1:00
Link: <https://purdue-edu.zoom.us/j/99765175350>

Did you miss one? Visit archived sessions on our page: [Learning and Development](#)

Benefits

Healthy Boiler Incentive Review

YOUR BENEFITS. YOUR CHOICES. YOUR WELL-BEING.

HEALTHY BOILER

WELLNESS PROGRAM



It's June, halfway through 2022 already! WOW! If you haven't already, it's time to schedule your Healthy Boiler physical and biometric screening so that you can earn your additional HSA dollars this year.

2022 Incentives Include:

- **To be completed FIRST w/ provider form uploaded to the portal:** Annual Physical (\$150, \$300 depending on coverage level).
- Annual Biometrics (\$100, \$200)
- Health Risk Assessment (\$100, \$200)
- Dental or Vision Exam (\$25, \$50)
- Well-being Screenings (\$75, \$150)

Please keep in mind that your confidential health information is just that, confidential, and information you put into the portal is not shared with Purdue (or PFW). The portal is administered by a third-party company, One-to-One Health, and information given to Purdue is only to verify that tasks have been completed and HSA/HRA contribution incentives are to be paid.

Once you have completed the required activity and logged it in the [Healthy Boiler Portal](#) your incentive payment will be deposited into your HSA or HRA the end of the month following. For example, if you complete an item and log it in June, your incentive payment will post in your account the last pay period in July.

For more information on the Healthy Boiler Program and related incentives, please visit the Healthy Boiler website at:

<https://www.purdue.edu/hr/CHL/healthyboiler/index.php>

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

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

Inclusive Hiring Process

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. We are currently testing this process on several open staff positions. The faculty process has already launched.

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. Talent Acquisition is launching forms to ensure all steps have been taken and reviewed, and we are working with hiring managers to gather feedback as we implement this process.

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.

Please join us at our next #HelloPFW Townhall session on July 13, 2022 at 1:00 p.m. to learn more about this process.

Learning and Development

Inclusive Hiring Workshops

Multiple perspectives, opinions, beliefs, skills, and experiences are just a few key factors that contribute to cultivating a value for diversity. Having an inclusive hiring search process is only one of the building blocks that



supports diversity. If you are currently part of, if you want to be prepared, or if you just want to learn about what it means to be on a Hiring Search Committee, we encourage you to [register for one of the coming workshops](#). Your desire to help keep moving Diversity, Equity and Inclusion FORWARD at PFW is appreciated and valued. Please reach out to Dimples Smith, Director of Learning & Development, smid@pfw.edu, should you have any questions.



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>.

Visit the Campus Health Clinic



The Purdue Fort Wayne Campus Health Clinic, a Lutheran Health Physician office is staffed with a Nurse Practitioner and Medical Assistant every workday from 8:30 am to 4:30 pm and closed 12-12:30 pm for lunch.

Located in Walb Student Union, room 234, students, faculty, staff, and covered spouses and children of employees are able to be seen at the clinic.

Services offered include: sick visits, routine medication management (including women's health, and STD testing), vaccinations, and lab draws. Students can also benefit from the TB tests, drug screens, and physicals for sports and their programs. Don't forget the Healthy Boiler physical and biometrics can be done at the clinic as well. Appointments can be made by calling (260) 481-5748.

For more details, see the Campus Clinic website at: <https://www.pfw.edu/affiliates/health-clinic/index.html>

Office of the Ombudsperson

Common Workplace Challenges: Common Pathways to Resolution

While many institutions received financial resources from the federal government to sustain them during the height of the pandemic, for some, the resources will not be enough to offset enrollment shifts, job cuts, and layoffs that unleashed a sense of crisis whose impact will manifest in the realities of our future enrollment, and subsequent budget.

With the protracted number of available students declining, some institutions are experiencing record enrollment surges planned for before the pandemic. For less prepared institutions, student availability and the effects of the pandemic will manifest unpredicted challenges to budgets and the workforce needed to educate students. In short, when resources become less available, challenging behaviors become more pronounced in the higher education workforce. Along with the overall job force's "great departure," the Chronicle of Higher Education recently noted that higher education had not lost employees at the rate it has experienced over the past two years.

According to the College and University Professional Association for Human Resources, the following challenges have persisted through the pandemic.

- **Race Relations and Equity Challenges**
- **Student and Employee Mental Health and Well-Being**
- **Talent Acquisition – Retaining Talent**
- **Flexibility**
- **Executive leader vs. employee perspectives about work Productivity/workspaces**

The emerging ideas are for everyone to work to retool their skills, work on campus culture and a genuine sense of connectivity and well-being and maintain a focus on the mission of educating students and scholarship.

In fall 2022, the university will be advancing a campaign to assist students, faculty, and staff in identifying the various pathways to report and work through common workplace concerns. Communication, understanding, listening, fair and equitable treatment, and civility will all be within this plan, which will detail the pathways for reporting problems, resolving conflict, and strengthening our university.

Our challenges are our opportunity to grow! Let us all be a part of advancing our mission with excellence, care, and a commitment to dignity for all!

HB Wellbeing

June Healthy Boiler Wellbeing Events

Theme: Rethink Your Drink

Healthy Boiler Pillar: Physical Health



Employee Yoga

Wednesdays, June 1, 8, 15, 22, 29

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

Healthy Boiler Walking Group

Mondays, June 6, 13, 20, 27

Noon-12:30 p.m.

Alumni Plaza, Lower Level by the Mastodon sculpture

The Healthy Boiler Walking Group is a great way to get together with your friends on campus, meet new people, and take a 30-minute break from sitting. Employee health coach Lindsay Bloom will meet you at noon at the Mastodon sculpture outside the Helmke Library. In case of rain, we will meet at the Java Spot in Walb Union to walk indoors. Please wear comfortable walking shoes. Open to all employees.

Healthy Boiler Workshop: Get Active

Friday, June 17

noon – 1 p.m.

Virtual via Zoom

Getting active can improve fitness and reduce stress, reduce risk for many chronic diseases, and ease symptoms of anxiety and depression. Learn about the physical and mental benefits of physical activity and start feeling better today.

To register: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler Portal](#). Registration link can be found under the “Healthy Boiler Workshops” section on the portal’s home page. Hover over the workshop’s square and hit “Submit” to register.

If you haven't registered for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [register](#). All other employees: Please [email Lindsay](#)

Healthy Boiler Workshop: Cutting Down on Sugar

Wednesday, June 29

noon – 1 p.m.

Virtual via Zoom

Have a hard time controlling your need for sugary drinks? Join Melissa Covarrubias, Behavioral Health Counselor from the Purdue Center for Healthy Living, to learn about the overall effects sugary drinks have on our bodies, what it looks like when sugar becomes an addiction, and how to cut back on unhealthy drinks.

To register: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler Portal](#). Registration link can be found under the “Healthy Boiler Workshops” section on the portal’s home page. Hover over the workshop’s square and hit “Submit” to register.

#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](#).

Mental Health Corner

Bowen Center EAP Onsite Service Update

(article provided by Ted Westerhof at Bowen Center, your EAP Provider)

Starting in July the Bowen Center EAP Onsite Therapist will be available on the 3rd Thursday of the month from 11 AM to 2 PM. The onsite services are conveniently located in the Campus Health Clinic in WALB. Bowen Center is excited to announce that Ayo Ajani will be the new EAP therapist starting in July. Ayo [Ah-yaw] received her Master’s degree in Social Work (MSW) from the University of Oklahoma. Ayo enjoys working with different populations, including children, teenagers, adults, and is passionate about diversity, equality and inclusion. She is skilled at Motivational Interviewing, Dialectal Behavioral Therapy (DBT), Cognitive Behavioral Therapy (CBT) and Trauma-Focused and is well versed in substance use models.

As a reminder, in addition to the EAP onsite therapist, Bowen Center provides all PFW employees EAP counseling at all 11 outpatient locations in and around Allen County. Convenient tele-counseling is also available to receive EAP support without the need to go to an office. Use of this program is private and confidential.

- **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.
- **PFW has a designated EAP Coordinator**, Ted Westerhof, who may be contacted if you have any questions or concerns about the EAP benefit. ted.westerhof@bowencenter.org or 574.453.1207



Learning and Development

How’s Your New Employee Doing?

Can you answer this question right away? If not, there is work to do. The first 30, 60, 90 days are pivotal for new employees. During this time they will assess: Do I want to continue my career here? Do I feel valued here? Will there be opportunities for growth? Do I have a sense of belonging here? What can you do to prepare your new employee? For the first day, a few key things you can make sure are in place to ensure their journey begins smoothly include:

1. Have a prepared work area: This would include such things as a computer, printer, telephone, office supplies, nameplate, etc.
2. Have their e-mail account set-up and ready
3. Ensure they have keys to access their work area
4. Provide a list of their co-workers and the contact numbers
5. Provide information regarding reporting (i.e. who to contact in the event of absence, if an emergency occurs, etc.)
6. Create a “first week” schedule and give them a copy of the campus map
7. Set a time to connect with them towards the end of their first week. Don’t stop there, make it a habit to continue connecting with them so that you are aware and can readily know how they are doing.

These may seem minor, but they can make a new employee’s week begin on smooth footing.

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.

