

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

*It's easy to find the
care you need!*



care@work

BY CARE.COM

Today, we may not know just how to plan for the inevitable return to normalcy, and we may not know when the COVID-19 pandemic will actually end. We are certain that there will be a new normal with something different for each of us and for every household. That's why it is essential to put a plan in place to bridge the transition to prepare for the day we move from COVID-10 pandemic to normalcy. Here is a link to [Care.com](https://www.care.com), an additional benefit for Purdue employees to support employees in returning to normalcy as it relates to your diverse family care needs. Care.com has an easy to search tool to find affordable caregivers – including childcare, senior care and pet care – along with other service such as tutoring, housekeeping services and more.

"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.

Here are 4 tips for returning to normalcy after COVID-19

1. Assess what has changed.
Many aspects of your life will have changed over the past year, so take a step back and discuss with your family what those changes are. Use what you learn to begin a well-informed plan.
2. Be informed.
To ensure that students, faculty and staff had ongoing information about what's happening and how the university addressed what's happening, we say thank you to the Communications' team for keeping us informed through the Inside PFW newsletter. This, together with the 39 open town halls hosted by Jeff Malanson, the university's COVID-19 Point of Contact, every week has also kept the campus up to date. Thanks Jeff! The last town hall for the FY21 year took place on Friday May 7, but are planned to start up again after the summer.
3. Give thanks for the team effort.
We seemingly embraced more flexibility to in person meetings through virtual meetings. Thanks to Information Technology Services and the Center for the Enhancement of Learning and Teaching, we now have many virtual tools to supplement how we effectively manage our work time. All of us deserves a thank you - working together made all the difference.
4. Keep what you've learned.
Keep what you've learned about how to work differently and engage more seamlessly as part of your daily routine. When the pandemic ends, it doesn't mean that all of those inventive ideas have to stop. Embrace the good that came from your work temporarily changing and adopt what worked for you!

HELLOPFW! Happy Summer!

Employee Relations

Exit - Departure Survey

The employee relations team has partnered with the Office of the University Ombudsperson to collect data and information when an employee departs from the University, via exit/departure surveys. Our goal in doing such is to make sure employees leave feeling a sense of accomplishment about the service they have provided; and if not, the University would like to know what future changes can be implemented to make improvements in those areas. This information also provides insight into the work culture of the University as a whole. No matter how excellent the work culture may be in a company, people are going to leave. Our mission is to ensure that the individuals who leave have an opportunity to share their feelings about their experience with the University.

When employees depart from the University, generally, they will be contacted first by the Ombudsperson for the less-formal internal Purdue Fort Wayne (PFW) departure process, and then again by Purdue West Lafayette (PWL) for the more formal exit survey process. For employees who did not get the chance to provide feedback to the Ombudsperson, they should feel free to provide feedback on the survey from PWL. The questions on each survey are very similar, if not exact, in nature, and feedback can be provided electronically and/or in-person. Also, employees have the option of remaining anonymous for PFW submissions, PWL submissions do not allow for anonymity. Please provide Human Resources with your personal email address to ensure that you are able to receive the PWL survey.

For additional information on the internal PFW departure process, please contact Ombudsperson, Ken Christmon, via email: Kenneth.christmon@pfw.edu or by phone: (260) 481-6177. For additional information on the PWL process, please contact Andia Walker, Employee Relations Administrator via email: walkat01@pfw.edu or by phone: (260) 481-6106.



Office of the University Ombudsperson

Ombud's Services: The First 100 Days

Data and Achievements

Quantitative:

- 17 cases (10 individuals - faculty/staff and students; 4 groups, 3 external constituents)
- University Departures (6 surveys and 2 interviews = 8)
- Completion of First Quarter Departure Survey Results
- Departmental Resolutions and faculty support (1 department resolution and 4 faculty support)
- 14 advisory/consultations
- 8 direct referrals for support or intervention

Qualitative:

- Establishment of service pillars: planning, service and advocacy
- Implemented a new website for Ombud's services and introduction of the Ombudsperson
- Implemented case management and tracking system process
- Moved from exit interviews to confidential "Employee Departure Surveys"
- Collaborations with faculty and classroom presentations regarding Ombud's role
- Mediated conversations with students, faculty, staff and community members
- Individual consultations to resolve workplace disputes
- Consultations with divisional leaders, Vice Chancellors and directors to resolve workplace challenges
- Community Engagement - Boys/Girls Club, Urban League, Fort Wayne United, YMCA Leadership and constituent support

Healthy Boiler Program

May Healthy Boiler Wellbeing Events

Employee Yoga

Tuesdays, May 5, 12, 26

12–1 pm

Fitness Studio, Gates Athletics Center

Join employee health coach, Lindsay Bloom on Tuesdays to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Space is limited to 6 participants. Please [email Lindsay](#) to reserve your spot.

Virtual Healthy Boiler Workshop: Stretch at Your Desk

Tuesday, May 4

12 - 1 pm

Virtual - Presented by Lindsay Bloom, Purdue Fort Wayne Health Coach

How can you increase your activity level when you sit most of the day? What can you do while working at your desk to prevent injury and promote muscular-skeletal health? Participate in this active workshop to learn exercises you can do at your desk to help relieve back pain, increase energy levels, and improve posture and circulation. Open to all employees.

[Learn how to register for this workshop](#). Meeting link will be sent prior to the event.

Questions? Email [Lindsay Bloom](#).

HealthKick: A Virtual Lifestyle Education Program

May 10 – June 18

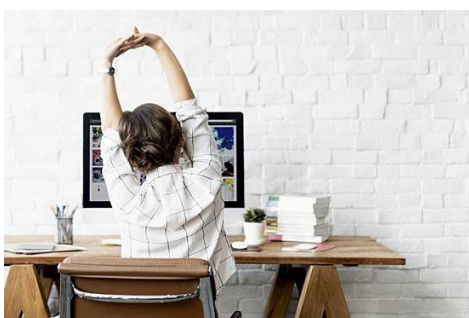
Virtual

This 6-week virtual education program addresses physical activity, nutrition, creating healthy habits and decreasing stress. Program includes brief daily videos (about five minutes long) Monday through Friday and three brief health coaching sessions, every other week during the program. Open to benefits-eligible employees and their covered spouses. [Learn more about this program](#).

Space is limited; sign up by May 7. Visit the [Healthy Boiler Portal](#) and click on Engage > Wellness Events.

If you are a benefits-eligible employee or covered spouse on the Purdue plan and you haven't signed for the Healthy Boiler program, [learn more about the program](#) and [sign up](#).

Questions? Email [Lindsay Bloom](#).



Virtual Healthy Boiler Workshop: Small Spaces Gardening

Tuesday, May 11

12 - 1 pm

Virtual

Would you love to have a garden, but don't think you have the space? Come and learn about how you can reap the benefits of gardening in even the smallest of spaces. No matter the size of your space, you can have the freshest produce from garden to table. Presented by Amber Noll Houlihan, Purdue Extension Educator, Health and Human Sciences and County Extension Director-Tippecanoe County.

When it's time, [join the meeting](#). Meeting ID: 995 2257 5804 and Passcode: 039997

Questions? Email [Amber Noll Houlihan](#).

Skin Checks

Wednesday, May 19

8–10:45 a.m.

Walb Union, Suite 222-226

As part of Skin Cancer Awareness Month, providers from Three Rivers Dermatology will be onsite to provide private, 15-minute visual exams where they will check the skin for moles, birthmarks, or other marks that are unusual in size, color, texture, and regularity.

[Learn how to register for this workshop](#).

Questions? Email [Lindsay Bloom](#).

Virtual Healthy Boiler Workshop: Skin Cancer Awareness

Wednesday, May 19

12 - 1 pm

Virtual - Presented by Whitney Soto, R.N. Health Coach, Purdue Center for Healthy Living

The sun can positively influence our lives in many ways. It helps to produce Vitamin D, release serotonin and makes us feel good. In recognition of Skin Cancer Awareness Month, you will learn some important factors to take into consideration when spending time in the outdoors. Presented by Whitney Soto, R.N., health coach for Purdue Center for Healthy Living.

When it's time, [join the meeting](#). Meeting ID: 995 2257 5804 and Passcode: 039997

Questions? Email [Lindsay Bloom](#).

Healthy Boiler Virtual Book Club

Thursday, May 27

3:30-4:30 p.m.

Virtual

The [Healthy Boiler Virtual Book Club](#) meets virtually the last Thursday of each month to discuss the book of the month. Our book for May, [My Morning Routine](#) by Michael Xander, inspires you to establish a morning routine which can become a healthy habit, boost your productivity and relax you as well. Led by health coach Lindsay Bloom, we will discuss the book, share tips, and explore ways to integrate health and wellness ideas into our daily lives. Open to employees. Meeting link will be sent prior to the event.

For questions, book suggestions, or to join us, [email Lindsay](#).

(Continued on the next page)

Healthy Boiler Program (continued)

May Healthy Boiler Challenge

The **Flex Time Challenge** invites you to stretch at your desk at least once a day for a month. A quick stretch break can help decrease stress and tension, increase flexibility, reduce your risk of injury and provide a welcome mental break during the day. Complete this challenge and be entered into a drawing to win Healthy Boiler promo items. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

Healthy Boiler – Physical Health

Your **physical health** is critical to your total well-being and that's why the healthy boiler program champions health education, preventive care, and ongoing treatment programs. Our comprehensive and cost-controlled medical, dental, and vision benefits give you the foundation you need for physical wellness. Additionally, we offer several convenient and affordable resources to help you be proactive and in charge of your health.

- **Healthy Boiler Well-being Program:** Participate in health coaching, lifestyle programs, fitness classes, healthy challenges and more. [Learn more.](#)
- **Preventive Care:** Preventive annual physical exams, preventive screenings, immunizations are completely free under all Purdue medical plans. [View preventive care flier.](#)
- **Fitness Center:** The Purdue University Fort Wayne Hilliard Gates Center, is a 173,000 square foot, tri-level facility located on the northeast side of campus. All Purdue University and Indiana University Fort Wayne students have a **FREE** Fitness Center Membership. Memberships are available for faculty, staff, retirees, alumni, student spouses, college students attending other institutions and community members. Learn more about the [Fitness Center](#), [membership](#), [group exercise classes](#) and more.

Office of Institutional Equity

May is Military Appreciation Month

Every day, the U.S. military is protecting and defending our citizens. To honor their 24/7 commitment, May is designated as Military Appreciation Month.

(<https://www.uso.org/>)

Throughout the month of May, celebrate and honor past and present members of the military by expressing your appreciation and by pausing to celebrate the several military-focused holidays throughout the month.



- May 1 – **Loyalty Day** – “Officially designated by Congress as ‘a special day for the reaffirmation of loyalty to the United States and for the recognition of the heritage of American freedom,’ Loyalty Day has been marked by every U.S. president since 1958 with an official proclamation.”
- May 7, 2021 – **Military Spouse Appreciation Day** (the Friday before Mother’s Day) – Honoring the important and vital role of military spouses in supporting military members
- May 8 – **VE Day** – Celebrating the Victory in Europe of May 8, 1945, that ended World War II on the European front
- May 15, 2021 – **Armed Forces Day** (the third Saturday in May) – different from Veteran’s Day, which honors military members who served during wartime, and different from Memorial Day, which honors military members who died serving wartime; Armed Forces Day honors all who served, both past and present
- May 31, 2021 – **Memorial Day** (the last Monday in May) – With roots dating back to the Civil War, Memorial Day honors service members who died in military service

On these days, or any day, please pause to say thank you, lend a hand, and support your U.S. Military members!

<https://www.uso.org/stories/2699-what-is-military-appreciation-month>

REMINDER

WE HAVE MOVED

Human Resources and Office of Institutional Equity
is now located in the
Richard T. Doermer School of Business,
Suite 300

HR-OIE Team Spotlight

CHRISTI HALL

Account Clerk - Payroll
hallc@pfw.edu



Christi joined HR-OIE in November 2008, she is currently an Account Clerk in Payroll. Christi is mom to two almost grown kids and married to another for over 30 years. One of her children will be completing their Bachelor Degree here at Purdue FW in December 2021.

Christi loves Sci-Fi, fantasy and Netflix and is always on the look-out for a good book to read. Christi enjoys hanging out with her family and her dog Benny who must be glued to her at all times if possible.



Compensation & Classification

What are my benefits worth?

We often get the question, “Why does this job pay \$X per hour when the same person could make \$15 per hour working for [insert the name of your favorite big box store here]”?

When we think about compensation, we tend to think only about the paycheck – what is the hourly pay, or what is the annual salary. However, one of the most significant parts of our compensation is the competitive benefits package that Purdue offers.

The most expensive benefit to provide is medical insurance. Depending on the chosen medical plan, and the coverage level (i.e., employee only, or employee and family, etc.), the cost paid by Purdue for an employee’s medical plan alone may as much as \$21,000 per year.

In addition to medical benefits, the university pays for such things as retirement, life insurance, worker’s compensation, tuition remission, wellness services, counseling through the employee assistance program, accidental death and disability, unemployment, and liability insurance.

If you’ve ever taken a vacation or sick leave day, or received paid parental leave, remember that there is a cost to the university for these benefits as well. Chances are that the big box retailer provides little in the way of paid leaves of absence or any of the other benefits that Purdue offers.

As an illustration of the value of the benefits paid by the university on behalf of the employee, let’s take the example of Mary Johnson, who earns \$14.00 per hour as a full-time administrative assistant, covers her family in the Purdue medical plan, and is enrolled in 3 credit hours per semester as a student.

For Mary, her pay may be \$14.00 per hour, but she is also receiving benefits that are worth \$12.89 per hour. Even this understates the value; unlike Mary’s hourly pay, her benefits aren’t taxable.

Description	Annual Cost to University	Value to Employee per Hour Worked
Hourly Pay	\$29,120.00	\$14.00
Medical Insurance	\$20,965.80	\$10.08
Retirement	\$2,329.60	\$1.12
Social Security	\$1,805.44	\$0.87
Medicare	\$422.24	\$0.20
Tuition Remission	\$1,105.92	\$0.53
Worker's Compensation	\$71.76	\$0.03
Life Insurance	\$66.04	\$0.03
Liability	\$52.26	\$0.03
TOTAL COMPENSATION	\$55,939.06	\$26.89

When comparing PFW salaries to those of other organizations, then, be sure to take into account the value of the benefits offered to university employees.

Payroll

Payroll Updates Website Resources

In order to assist departments and business offices with payroll transaction processes, a department and business office resource page has been added! Currently, the page contains instructions on student employee, graduate student, and temporary employee processes. This page will continually be updated as more instructions are developed. Take a look!

<https://www.pfw.edu/offices/human-resources/payroll/department-and-business-office-resources>

Always feel free to reach out to us at payroll@pfw.edu.

Benefits

Healthy Boiler Incentive

Again this year, Purdue is offering incentive funds for eligible employees and covered spouses who complete their biometric screenings and/or an annual physical between **January 1 and December 31, 2021**.

Upon completing the tasks and submitting supporting documentation, eligible employees and spouses will receive funds into their HSA or HRA. See the [Earn Incentives](#) page for more details.

Here is how it works	Employee Only Coverage	Employee + Spouse Coverage	Employee + Child Coverage	Employee + Family Coverage*
Complete annual physical	\$200 – Employee	\$200 – Employee \$200- Spouse	\$400– Employee	\$200 – Employee \$200– Spouse
Complete biometrics screening	\$125 – Employee	\$125 – Employee \$125- Spouse	\$250– Employee	\$125 – Employee \$125- Spouse
Total Incentive	\$325	\$650	\$650	\$650

The portal is accessible at www.healthyboiler.com. Spouses will need to register and complete their incentive separately from the employee’s account.

To get started, visit the portal and register by following the steps below:

Employees:

- Click the “Register” button (**in purple**)
- Select your Preferred Language
- Select “Member Type” as Employee
- Enter your Employee ID, PUID, number including two leading zeros, for a total of 10 digits
- Enter your First Name (as it appears on your pay stub)
- Enter your Last name (as it appears on your pay stub)
- Continue with the steps as prompted to finish registration

Spouses:

- Click the “Register” button (**in purple**)
- Select your Preferred Language
- Select “Member Type” (Spouse)
- Enter the Employee ID, PUID, number including two leading zeros, for a total of 10 digits
- Enter your First Name
- Enter your Last name

When you’re ready to visit your doctor, you’ll want to go to the Healthy Boiler site and download the “2021 Healthy Boiler Provider Form” for your doctor to complete. Once you’ve had your form completed, please see this [Quick Reference Guide](#) for instructions detailing how to submit your form for incentive payment.

For added convenience, our campus clinic is seeing patients and is ready and prepared to see you for your Healthy Boiler physical and/or biometric screening. 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 (biometric screening w/ A1C), and one for your annual physical.** You can also see your regular family physician to meet your requirements to earn your incentive.

An important note, your personal health information is safe within the portal and is not accessed by Purdue or PFW at any time. Once received into the system, One to One Health, the third party administrator, notifies Purdue that your requirements are complete so that your incentive payment can be made to your account.

If you have questions, please contact Amy Jagger, Benefits Director, 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

#HelloPFW Contact Us

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 Payroll Services Email: payroll@pfw.edu

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