

#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

"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.

REACH: Remember, Everyone Affects Campus Happiness

Dear colleagues, the above characterization of the word "R.E.A.C.H." is a reminder that we all impact our PFW campus, whether internal colleagues and students or external in our community, each day.



It is important to remember that we are "ambassadors" for PFW that, like billboards, exude a point of view merely because we are in roles that are significant in driving campus satisfaction with either a passive, proactive, or adverse point of view. It is true that, by default, we accepted our "ambassador" roles the moment we came to be a Mastodon. I **challenge** each of us to look back, starting from the day we said yes to our assignment, and then take the self-poll below, asking ourselves where your point of view is in your current "ambassador" role:

- Passive. The silent ambassador is well Silent.
- Proactive. The proactive ambassador view thunderously roars (verbal/non-verbal) to everyone that PFW is a wonderful place to work, learn and connect.
- Adverse. The adverse ambassador is (verbal/non-verbal) the opposite Proactive view.

Each one of us can proactively make an impact on those that we reach daily, producing a positive point of view about PFW. Try it – positivity is contagious!

Office of Institutional Equity

Title IX 50th Anniversary – Crossword

It's the 50th anniversary of Title IX, please enjoy a fun crossword puzzle at the link below to learn more.



The first 10 people to correctly finish the puzzle should email hr@pfw.edu and we'll send you an OIE phone pocket!

<https://crosswordlabs.com/view/happy-50th-anniversary-title-ix>

PURDUE UNIVERSITY
FORT WAYNE

**Human Resources
and Office of
Institutional Equity**

Payroll

Are We There Yet? (Part 1)

One of my hobbies is geocaching, which involved navigating to a given location to find a hidden token. Through this, I’ve learned is that, while a compass will point you in the direction you want to go, if you use your compass to navigate to the next waypoint without keeping the ultimate destination in mind, you may end up walking in circles and never reach that destination.

The same is true with setting goals. If you don’t have an ultimate or long-term goal in mind, you’ll never know when you’ve arrived. Here are a few good reasons why setting ultimate goals is important:

- An ultimate goal keep you pointed directly to your destination. You may get derailed at times, but it is easier to get back on the path if you know where you want to end up.
- When you set an ultimate goal, it helps you to define and focus on what is important to you. If you do X, does that get you closer to your goal? Is there an alternative that is better?
- Setting an ultimate goal gives you a sense of long-term purpose. Where do you want to set priorities? Focus your energies? Make sacrifices?
- Procrastination is something many of us (this writer included) struggle with. Having an ultimate goal helps to identify and eliminate the time-wasters, those things that don’t contribute towards achieving that goal.

Hopefully you are convinced now that setting an ultimate goal is important in helping you to define and focus on what is important. In a future article, we will discuss how to get started with goal-setting.

“Without goals and plans to reach them, you are like a ship that has set sail with no destination” – Henry Wadsworth

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

Welcome Our New HR Generalist!

Our HR Office is growing, and we have recently hired a Human Resources Generalist to join our HR-OIE team. A lot of people hear the title HR Generalist and follow it with the question: What is an HR Generalist? In a world filled with specialists that have a well-defined job role, an HR Generalist is tasked with completing a variety of responsibilities to support the daily operations of the HR department. This is good news in that an HR Generalist can provide coverage on projects and help lift the load during peak volume times, like Open Enrollment.



Kathy Worthman comes to our HR Generalist position with a Bachelor of Science in Human Resources and General Management. She comes to Purdue University Fort Wayne with over 11 years’ experience as a HR Benefits Specialist at Florida State University. Kathy will begin her new role with assisting HR’s Associate Director, Melissa Helmsing, with Employee Relations matters while also providing support to HR’s Benefits Director, Amy Jagger.

Please help us in welcoming Kathy to the team! You can reach her at krworthm@pfw.edu or at (260) 481-0720.

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.

Your RIPPLES Are Making Waves!



Deb Hein was recently awarded her 50th RIPPLES award and earned a super cozy and soft Purdue Fort Wayne throw that she'll be able to cuddle up with well into her upcoming retirement! We caught up with Deb and asked her a few questions to reflect

upon her time at the university.

What is one of the most memorable experiences you've had at PFW?

"Working together as a team in DCS for almost 20 years with great co-workers, along with being able to encourage students (prospective or current) in their academic process at IPFW / PFW has been rewarding."

What are your fun plans for retirement?

"I intend to spend more valuable time with family, especially help with granddaughters when possible, enjoy the outdoors, travel when possible and find volunteer opportunities to be able to bless others as I have been over the years!"

CONGRATULATIONS, Deb, on your 50th RIPPLES award and on your upcoming retirement! We wish you the best!



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>.

Benefits

Live Health Online



Did you know that you can real time 24/7 access to a doctor, including mental health providers, from anywhere? LiveHealth Online is a convenient, affordable, virtual doctor service that is a great alternative when your doctor isn't available. LiveHealth Online is available to all employees and their dependents, regardless of benefits eligibility or enrollment in a Purdue Health Plan.

A typical visit costs \$59. If you are covered by a Purdue Health Plan, LiveHealth Online visits are covered under your plan as a Tier 1 provider and will be run toward your deductible and out of pocket limits as any other visit would be.

- Medical 24/7 Visit - \$59
- Behavioral health:
 - \$80 for therapist/social worker
 - \$95 for psychology
 - \$175 for psychiatry new patient visit
 - \$75 for any follow up psychiatry visits
- Sleep (New in 2021)
 - Sleep specialist visit is \$170
 - home sleep study is \$270

For more information and to get started, please visit Purdue's benefits page at: <https://www.purdue.edu/hr/Benefits/medical/LiveHealthOnline/index.php>

Questions? Contact Amy Jagger, Benefits Director at jaggera@pfw.edu.

#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](#).

HB Wellbeing

May Healthy Boiler Wellbeing Events

Theme: Move in May

Healthy Boiler Pillar: Work-Life Integration



Employee Yoga

Wednesdays, May 4, 11, 18, 25

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 Workshop: Make it Happen – Time Management

Tuesday, May 17

noon – 1 p.m.

Virtual via Zoom

We all have 24 hours in a day. So why does it feel like some people get more done than you? Find out which time management hacks work and how they reduce your daily stress.

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](#)

Tobacco Cessation

Tuesdays May 31 – July 5

12 - 1 p.m.

Virtual via Zoom

Are you ready to quit smoking? Quitting greatly reduces the risk of developing smoking-related diseases. Smokers can and do quit smoking for good. Join health coach Lindsay Bloom to learn about strategies to help you quit and remain smoke-free as well as resources to help you avoid or waive the tobacco user premium as part of your Purdue Medical Plan.

Complete this program and submit your certificate of completion to HR to reduce your premiums for the rest of the plan year. [Learn more](#) about tobacco cessation, waiving tobacco user premium, and more.

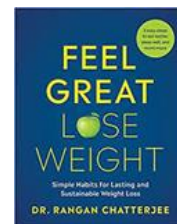
Program is open to all benefits-eligible employees and their covered spouses on the Purdue Health Plan. [Email Lindsay Bloom](#) to register.

Healthy Boiler Book Club

Thursday, May 26

3:30-4:30 p.m.

Virtual



The [Healthy Boiler virtual book club](#)

will continue to discuss the book,

[Feel Great Lose Weight](#) by Dr. Rangan Chatterjee, who offers a creative approach to maintaining weight loss by learning what triggers eating habits and how to apply what we learn into long-term, simple habits that improve overall health and well-being. View the [reading schedule](#).

Led by health coach Lindsay Bloom, the club will discuss the book, share tips, and explore ways to integrate health and wellness ideas into our daily lives. All faculty and staff are welcome. You may join the club no matter where you are in the book. The meeting link will be sent prior to the event.

For questions, book suggestions, or to join us, email Bloom at lbloom@pfw.edu.



Spring has sprung at DSB!

Office of the Ombudsperson

Our Institutional Statements on Integrity, Diversity and Civility

Purdue University Fort Wayne operates with a mission, vision, and sense of leadership and citizenship that depends upon the university's Statement of Integrity, Statement on Diversity, and Statement on Civility. These are more than statements – they are expectations for all – regardless of title, rank, position, or pay grade. The tenants expressed in these statements are key components to our collective sense of collegiality and success.

In many cases, others may not be aware that their words or actions are harmful. The same is true for managers and leaders, e.g., they are not aware, or no one has reported a concerning situation that needs their attention. Once informed, accountability and the expectation of excellence must abound.

Speaking up, speaking out, or reporting aggression, oppression, and challenges in the workplace often comes with the fear of retaliation, power moves, and concerns about future mistreatment. Employees facing such challenges work with the anxiety that their job could be in jeopardy by giving voice to workplace challenges; therefore, many do not report adverse work environments.

In 1942, Bayard Rustin, a black Quaker, was a key figure in advocating for nonviolent methods of fighting for social justice. Rustin, an often-unsung civil rights leader who was in some ways shunned because he was a gay man when being out was much less acceptable, coined the phrase "speaking truth to power." No one should fear speaking up about common workplace challenges. Although challenges exist, the university is committed to resolving matters fairly and amicably.

Soon, the university will embark upon an information campaign to restate and lift these statements as to expectations for everyone. If one or more of us fail to live up to these tenants, the university is committed to enhancing the system of informing through Employee Relations, the Office of Institutional Equity, and the confidential and neutral position of the Ombudsperson.

A focus of the Ombudsperson is to assist employees and students on the university's pathways for reporting. Often, the Ombudsperson can help employees through a confidential process that does not require the other courses for a resolution. We will also be working to be more direct on our web pages and less wordy so that employees know how to report and where to report their concerns.

Accountability for our words, action, and behavior applies to everyone!

continued →

Speak up – Speak Out!

Be respectful, and always operate by the standards of our university mission, vision, and statements!

To report a workplace challenge, please visit:

<https://www.pfw.edu/offices/human-resources/Meet-your-University-Ombudsperson/>

Mental Health Corner

May is Mental Health Awareness Month!

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

In the month of May many national organizations raise awareness about mental health. Here are tips on simple ways *you can participate* to help improve mental health awareness for yourself and others:

Tell your story:

Many times, when we aren't feeling well, we set aside time to focus on getting well, reach out to others & tell our story. How can you do this regarding mental health? Perhaps a 1:1 conversation with a peer, a social media post or encouraging others to get help by discussing how treatment has helped you.

Be an Ally:

RE-share posts celebrating awareness in May on social media. The National Alliance on Mental Illness (NAMI) suggest using these hashtags #Together4MH or #MHAM. Being an ally helps normalize talking and sharing mental health stories in everyday conversation.

Get Help:

The best way to participate in May is to reach out for help if needed. The Employee Assistance Program (EAP) provides access to private and confidential counseling provided by PFW. Do you know of another peer that could benefit from counseling? Encourage them to seek help! Call today to set an appointment at 1.800.342.5653 or www.bowencenter.org

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