

# #HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

**HR|OIE is Here for You!**

*"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.*

The **HR|OIE** focus for most of 2020 and a great deal of 2021, has been to ensure that our valued employees were taken care of throughout the pandemic crisis. Not unique to HR|OIE, but the coronavirus pandemic gives a new meaning of **"Human"** in Human Resources.

**Remote and Telework  
count to date:  
46 - up 92%**

**NEW! Immigration  
(Faculty | Staff) now in  
HR | OIE contact:  
Andia Walker, JD**

**Open enrollment  
completed at 99%, up  
from 97% at close**

**24-hour Nurse Line  
provided to Anthem  
members:  
1-888-279-5449**

**Healthy Boiler Incentive  
earn up to \$450 or \$900:  
[www.healthyboiler.com](http://www.healthyboiler.com)**

**Bowen Center - 3 free  
mental health visits:  
1-800-342-5653**

## Stay in the Know Through #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!

Facilitated by Ken Christmon, University Ombudsman, members of our leadership team will share key data, and information about HR|OIE initiatives. Come learn more about "what's the strategy buzz."

**WHEN:** April 13, 2022  
**TIME:** 1:00 pm  
**LINK:** <https://purdue-edu.zoom.us/j/93827657758>

See our archived #HelloPFW Town Hall Sessions:

[September 8, 2021 – #HelloPFW Town Hall](#)  
[January 12, 2022 - #HelloPFW Town Hall](#)

## Employee Relations

### Safety and Support Measures During the Ongoing Pandemic

With the everchanging guidance and the stress and strain of the ongoing COVID-19 pandemic, we wanted to remind you of the latest safety and quarantine guidelines from the CDC. Also, it is so important to remember that kindness and support for those around you go a long way!

According to the CDC, here are ways to continue to protect yourself and others during the COVID-19 pandemic:

1. Get vaccinated;
2. Wear a mask;
3. Maintain 6 feet of distance between you and others;
4. Avoid crowds and poorly ventilated spaces;
5. Test to prevent spread to others;
6. Wash your hands often;
7. Cover coughs and sneezes;
8. Clean and disinfect;
9. Monitor your health daily.

For more detailed information pertaining to each item listed above, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Updated CDC recommendations for isolation and quarantine:

For purposes of quarantine, if you are exposed to COVID-19, the date of your exposure is considered day 0. The first full day after your last contact with a person who has tested positive is considered day 1. The CDC recommends staying home and away from others for at least 5 days. For purposes of isolation, your first day of symptoms or a positive viral test is considered day 0. The first full day after symptoms start or you submit a test specimen is considered day 1. The CDC recommends that if you test positive for COVID-19 or have symptoms, to isolate for at least 5 days.

For a more detailed description on isolation and quarantine, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

Ways to be supportive of your team and those around you:

- If your coworkers talk to you about being nervous about COVID, acknowledge that their anxiety is expected and okay. Addressing their concerns will build trust, and trust is a key factor in strengthening relationships with colleagues.
- Remember to be kind. Everyone around us has different experiences and thoughts, and we should be respectful of that.

- If you know someone that becomes ill, be kind and supportive. They have likely done all they can to remain healthy and need support, not criticism.
- Create a healthy work environment. Ensure all employees are following Purdue Fort Wayne's protocols for health and safety. If you see someone not wearing a mask, respectfully offer to provide him/her with one, or direct him/her where to go to get one.
- Communicate, share, and be as open as you feel comfortable being with your team. Be their point of communication and help guide them to Human Resources for anything COVID-related, if necessary.

See [PFW Ready](#) website for updates and more information about university protocols and guidelines in relation to COVID-19.

## Benefits

### Anthem Reimbursement Available for COVID-19 At-Home Testing Kits

As of Jan. 15, 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. The [Centers for Disease Control and Prevention \(CDC\) provides guidelines](#) for who should get a diagnostic test and when based on their current health vaccination status and history of infection.

Employees can still use community testing sites as well as testing available through physician's offices. In addition, [COVIDtests.gov](#) has information on free tests that may be available through government programs.

In order to submit a claim for reimbursement from the health plan, please use [www.anthem.com](http://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](mailto:jaggera@pfw.edu).

**Healthy Boiler Program**

**February Healthy Boiler Wellbeing Events**

**Employee Yoga**  
**Wednesdays, February 2,9,16,23**  
**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 Book Club**  
**Thursday, February 24**  
**3:30-4:30 p.m.**  
**Virtual**

The Healthy Boiler Book Club is currently reading [Feel Great Lose Weight](#) by Dr. Rangan Chatterjee. The club, led by health coach Lindsay Bloom meets virtually the last Thursday of each month and is open to all employees. The introduction and What We Eat were discussed in January. It is not too late to join us in continued discussion.

- Reading schedule:
- February – When we Eat
  - March – Why we Eat
  - April – How we Eat
  - May – Where we Eat and How to do Your Plan

Meeting link will be sent prior to the event. For questions, book suggestions, or to join us, [email Lindsay](#).

**Healthy Boiler Workshop: Health is Wealth**  
**Friday, February 25**  
**noon – 1 p.m.**  
**Virtual via Zoom**

Health is not something money can buy - it is a result of the day-to-day choices that we make. But what if some of those choices offered a monetary reward? Learn about the Boiler Incentive program and how to maximize the amount of funds available in your HSA or HRA.

*(continued in next column) →*

**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](#)

**HR-OIE Team Spotlight**

**KEN CHRISTMON**

Associate VC, Office of the Ombudsperson  
[kenneth.christmon@pfw.edu](mailto:kenneth.christmon@pfw.edu)



Ken has been with the University for 15 years, providing leadership for Diversity and Multicultural Affairs, Student Affairs, Undergraduate Admissions, and advisory to administration regarding diversity. He also served as a university investigator and a Purdue University Equity Taskforce member. Over time, he has collaborated and supported efforts to manifest over \$15 million in grants, awards, and contracts for outreach, retention, diversity, and academic student support to this regional campus.

In 2020, Ken was awarded the Reverend Dr. Martin Luther King, Jr. Dreamer Award, which recognized him for lifetime achievements in higher education and embodying the Rev. Martin Luther King Jr.'s vision of service to others and furthers the University's commitment to diversity.

Ken now serves as the university's first Ombudsperson by providing confidential support to employees and departments toward resolving routine conflict and workplace challenges.

Before PFW, Ken led national enrollment and fund development programs that included social service agencies, Fortune 500 companies, the New York Stock Exchange, and a host of political and civil rights leaders throughout the nation and abroad.

Ken is the father of two sons, Jackson and Kenneth (16-12). He enjoys public speaking, movies, and reading.



Office of Institutional Equity

**Patsy Mink, Title IX Champion**

Watch how one person made a significant difference in this documentary about Title IX’s principal author, U.S. Representative Patsy Mink (D-HI). Streaming available until February 10.

<https://www.pbshawaii.org/patsy-mink-ahead-of-the-majority/>

**Title IX 50th Anniversary**

F	T	F	S	E	S	S	E	C	C	A	N	G	N
Y	T	I	L	A	U	Q	E	T	E	S	O	N	A
A	I	A	I	I	L	A	N	Q	T	B	G	L	W
R	S	H	I	C	I	E	S	T	F	T	E	R	A
H	G	O	S	T	S	L	R	N	N	O	O	R	R
S	E	P	S	N	C	T	I	T	A	O	C	T	E
C	N	N	O	I	T	A	C	U	D	E	T	U	N
I	D	C	O	N	T	E	R	N	T	T	A	R	E
T	E	C	I	V	I	L	R	I	G	H	T	S	S
E	R	E	F	I	F	T	Y	Y	E	A	R	S	S
L	N	O	I	T	A	P	I	C	I	T	R	A	P
H	C	O	O	R	D	I	N	A	T	O	R	Y	R
T	T	T	I	T	L	E	I	X	C	S	Q	R	S
A	U	O	S	N	O	I	S	S	I	M	D	A	C

PARTICIPATION  
CONSENT  
CIVIL RIGHTS  
ATHLETICS  
FIFTY YEARS  
LGBTQ  
AWARENESS  
ADMISSIONS  
ACCESS  
EQUALITY  
COORDINATOR  
EDUCATION  
TITLE IX  
GENDER

Play this puzzle online at : <https://thewordsearch.com/puzzle/3232128/>

Learning & Development

**Annual Evaluations Due Soon**

As the 2021-2022 Performance Evaluation season continues, a quick reminder that annual evaluations are required for all benefitted staff employee. Each staff employee is asked to contribute to their evaluation by completing a self-assessment and entering performance goals.

Important milestone dates to remember are:

- March 15, 2022: Employee Self-Assessments due
- April 8, 2022: Manager evaluation of employees due
- May 20, 2022: Evaluations are to be finalized and signed by employee

Additional performance evaluation resources are available on the [HR-OIE Learning and Development website](#). Questions on Annual Performance Evaluations should be directed to Dimples Smith at [smid@pfw.edu](mailto:smid@pfw.edu).

Learning & Development

**Bringing Out Team Success**



When it comes to team success, we often hear popular quotes such as “Teamwork makes the dream work,” and “**T**ogether **E**veryone **A**chieves **M**ore – TEAM.” These quotes capture well the desire every leader has for the teams they lead – high-functioning teamwork.

Working with others can be inspiring, motivating, and fulfilling. And because everyone has their own preference for how they work, communicate, and operate, these diverse differences can also be sources of frustration if communication is not clear, understanding is not present, and guidance on what is needed to keep focused on the goal is missing. How well people work together depends on many things. Understanding the unique ways in which various personalities approach work is the best starting point and pivotal for teams to be successful.

Learning & Development offers an awareness and team building tool called True Colors to help leaders take advantage of helping members on their team understand the preferred styles of their colleagues. Rather than endure behaviors, True Colors is designed to enhance awareness of and provide ways to work with others to bring out their best.

We are all unique in our own way. Although personalities may differ, when we recognize how those differences can contribute to team success, a more productive pattern of team interaction and productivity can emerge. Want to know more about True Colors and how this tool can help your team, reach out to Learning & Development, [lod@pfw.edu](mailto:lod@pfw.edu), or contact Dimples Smith, [smid@pfw.edu](mailto:smid@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](mailto:hr@pfw.edu)  
 HR Services Email: [payroll@pfw.edu](mailto:payroll@pfw.edu)

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

## Office of the Ombudsperson

### Taking Time to Understand You

No matter what situations we face in life, everything happens in time.

In time, we live, work through ongoing challenges, take on new challenges, and hopefully, we get out of some of life's complications; thus, all things – good and bad – happen in time.

Theorist and Human Development expert Dr. Nancy Schlossberg advises that “transition theory” is any event or non-event that results in changed relationships, routines, assumptions, and roles.” Distilled down to everyday language, we are always going through something, coming out of something, or we are about to get into something!

The question is, “what state of transition are you in?”

Strangely, life's transitions only exist if one acknowledges, embraces, and accepts that they are in transition. By this, we are either aware, embrace the issues within our lives, or live out our existence in a state of denial!

Regardless of your age, job title, education, skills, social status, or bank account, one must be self-aware. How we live out our lives, treat others, handle our relationships, support our families – you name it – all depend on being aware, active, responsible, and accountable.

Being self-aware also compels us to know how our words and actions impact others. In doing so, we blame others less, take responsibility ourselves, and we have the chance to develop our determination to be more and to do our best.

To help guide us, Schlossberg identifies individuals must work to understand their situations, locate themselves within the equation, identify their support systems, and develop a strategy to get through a given situation!

Acknowledging our transitions, seeking positive help, gaining good counsel, and identifying growth opportunities take courage. In turn, we allow ourselves to improve and be better for our significant others.

The bottom line?

We are responsible for our own thoughts, words, deeds, actions, decisions, and experiences. Being self-aware and accountable helps us become better able to manifest sound character, good judgment, and a life worthy of honor.

This is your time! Take the time to become the better you.

*Kenneth Christmon is a former Staff Writer for Gannett's News Service's Palladium-Item newspaper. He is a bi-vocational pastor, and he also serves as Purdue University Fort Wayne's Associate Vice Chancellor & University Ombudsperson.*

## 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

## Payroll

### Tax Season

The IRS began accepting 2021 tax returns on Monday, January 24<sup>th</sup>. The deadline for filing 2021 returns for most of the country (including Indiana) is Monday, April 18<sup>th</sup>.

If you are expecting a refund this year, the best advice is to file early. The IRS has a significant staffing shortage. With the last year's pandemic and advance child credit initiatives adding to the agency's workload, there is still a backlog of 2020 returns to process, and delays can be expected again this year.

Here are some tips for a less stressful tax season:

- File your 2021 return early; don't wait until April.
- Use IRS online help resources rather than calling whenever possible.
- File electronically, and choose direct deposit for any refunds.
- If you received (or were eligible for) advance Child Tax Credit payments, the IRS should have sent you a letter with important information on filing your return correctly.
- Be aware that the IRS cannot issue a refund involving the Earned Income Tax Credit or Additional Child Tax Credit before mid-February.
- Set up a secure account at [IRS.gov/account](https://www.irs.gov/account) to view personal tax account information including balance, payments, and tax records including adjusted gross income.
- Use the university-provided ADP service to access your electronic W2.
- Take advantage of IRS-provided [free filing resources](#)
- Watch next month's HelloPFW for information on local tax filing assistance.

**PURDUE UNIVERSITY**  
**FORT WAYNE**

**Human Resources  
and Office of  
Institutional Equity**