#HELLOPFW
Purdue Fort Wayne's HR-OIE Newsletter

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

"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.

YOUR HEALTH | YOUR INCENTIVE | YOUR WELL-BEING

Healthy Boiler incentive program runs from Oct. 1, 2019 through Sept. 30, 2020.

Healthy Boiler is the health and wellness incentive that launched two years ago to support health and wellness for Purdue employees. In the first year of the program in 2018, PFW's participation was off to a great start with 363 faculty and staff participants. The second year, although participation decreased by 20% at our campus, by taking advantage of the Healthy Boiler incentive, **our faculty and staff earned over $100,000 in wellness incentives**. This year, employees could earn $325 (employee only) or $650 (employee + spouse, employee + child or employee + family), which is added to the employee's Health Savings Account (HSA) or Health Reimbursement Account (HRA). PFW colleagues, there's no better time than right now to take control of your health – and earn the HB incentive.

The incentive is earned by completing your annual physical and biometrics screening as part of Healthy Boiler 2020.

The Purdue Fort Wayne Campus Health Clinic are seeing patients for well visits, annual physicals and biometrics. For an appointment, contact the Clinic at 260-481-5748 or **clinic@pfw.edu**.

Get started today at **www.healthyboiler.com**.

Employee Relations

RIPPLES

As faculty and staff, you can recognize your peers across campus and let them know that they have made a positive difference through RIPPLES. Your RIPPLES submission helps your peers understand that the work they do matters, and their contributions help make the university a great place to work.

To submit a RIPPLES nomination, please visit the RIPPLES page **here**.

RIPPLES
A W A R D

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 HEALTHY BOILER™

BEHAVIORAL HEALTH · FINANCIAL WELLNESS · PHYSICAL HEALTH · SOCIAL WELLNESS · WORK-LIFE INTEGRATION

Benefits

COVID-19 Benefits Update

As we navigate through the COVID-19 pandemic, there have been some updates to coverage and benefits. Below is a "quick reference" that highlights some of these changes.

Medical

- Virtual health visits are encouraged and covered under the plan.
- Purdue is covering all COVID-19 testing costs 100%.
- COVID-19 treatment costs, covered with normal member cost share per member's plan enrollment.
- Live Health Online continues to be available as a resource for telehealth options – for both physical health and mental health / wellbeing visits. See: **https://www.purdue.edu/hr/Benefits/medical/ LiveHealthOnline/index.php** for more information.

Retirement

- Purdue has implemented the following CARES Act provisions:
  - Qualified coronavirus-related in-service distributions – available from the 403(b) Base, 401(a) Mandatory, Voluntary 403(b) and 457 plans and PERF ASA (defined contribution) account, allows access up to $100,000 penalty free (10% early withdrawal penalty waived). May elect to pay federal income tax on the distribution over 3 years or repay the distribution within a 3-year period to an eligible retirement plan.
  - Loans in the 403(b) Voluntary plan – loan limit increased in the 403b Voluntary plan for qualified participants, allows access to 100% of the vested balance up to $100K with first payment deferred until January 2021. In addition, repayment of existing 403b Voluntary loans may be delayed until January 2021 for eligible participants. Interest continues to accrue during the deferment period and the term of the loan will extend by the length of the deferment period.
  - Early withdraw fee has been waived for in-service retirement plan distributions. Distributions can be paid back like a loan or count as income for the year when filing taxes.
  - Required Minimum Distributions (RMDs) – RMDs may be suspended for 2020. Individual account owners must contact Fidelity or TIAA to adjust their distributions.
- Your Fidelity retirement planning team is here to help! Click this link to contact **Fidelity**, or call 1-800-343-0860.

Dependent Care FSA

- With changes to day care plans going forward, employees can adjust their dependent care accounts if needed. To do so, employees are asked to email **hr@purdue.edu** with their new **ANNUAL** total.

HSA, FSA, HRA

- Over the counter drugs and menstrual care items can now be purchased as eligible expenses under the HSA, HRA or medical FSA. You may have to pay out-of-pocket and reimburse yourself or request reimbursement. Don't forget to keep your receipts!

EAP

- EAP counseling is available via teleconference and telephone. Remember your EAP provides three, free, **CONFIDENTIAL** sessions.
- To schedule an appointment: call 1-800-342-5653 or visit: **www.bowencenter.org**.

For benefit vendor updates and announcements please see visit Purdue's COVID-19 benefits page **here**.

Compensation and Classification

Career Path Maker

So what does an Event Planner do, and how much do they get paid?

In January, 2019, Purdue implemented a new job family structure. Every job in the Purdue catalog has a unique combination of job family, job sub family, career stream and level. The job family is a general career area, like Finance or Information Technology. The sub-family is a further refinement – IT Security and IT Support are sub-families of Information Technology. Career stream refers to the type of position – Service, Support, Management, Professional, and Skilled Trades are the career streams used for benefitted staff positions. Finally, each position has a level from 1 to 4, or 1 to 6, depending on the career stream.

So, to get back to our original question, what does an Event Planner do, and how much do they get paid? Purdue has provided a nifty career planning guide to answer these questions. **The Career Path Maker** lists every job in the Purdue catalog, as well as the pay bands assigned to each job. You can search by a number of items, such as job family, career stream, or pay band. A search shows that at Purdue, an Event Planner "plans and executes events" (among many other things), is a professional level 2 job, and earns between $36,500 and $64,900 per year.

Wellness

June Wellness Initiatives

To sign up to participate in any of these wellness initiatives, please contact Health Coach, Lindsay Bloom at **lmbloom@pfw.edu**.

June 10 - Virtual Lunch & Learn - Know Your Numbers
You can't manage what you don't measure, which is why knowing your risk is critical to preventing disease. And knowing your risk starts with knowing your numbers. This presentation will help you understand the numbers associated with Blood Pressure, Cholesterol, Blood Sugar and Body Mass. Health coaches will show participants how to interpret their Healthy Boiler physical results and how you can positively affect your numbers.

June 16 - Virtual Lunch & Learn - Intro. to Mindfulness & Meditation
Searching for ways to reduce the symptoms of stress, while improving attention and well-being? Mindfulness and meditation can help transform quality-of-life for many people. This course will teach theoretical understanding and practical application of these concepts, as well as the benefits. Meditation will be taught not just as a technique, but as a way to be in life, resulting in a positive impact on wellness.

Presented by Dr. Jonathan D. Walker
Assistant clinical professor, IU School of Medicine, Ft. Wayne
Allen County Retinal Surgeons
Meditation and Mindfulness Instructor

June 11 - July 30 - Taking Control of my Diabetes
Day & Time: Weekly class on Thursdays, 12:00pm-1:30pm
Dates: June 11, 18, 25. July 2, 9, 16, 23, 30.
Location: Online meetings will take place via Zoom

This 8-week program will explain what diabetes is and how nutrition, exercise, sleep and stress management can influence your blood glucose levels. Printed class materials will be available for pick up. Eligible participants will be given a free glucose meter with supplies to check their blood glucose levels. Participants can continue receiving free testing supplies after completion of the program by continuing regular check-ins with a health coach.
Space is limited, contact Lindsay Bloom to sign up!

Healthy Boiler Challenge
The Smooth Sailing Challenge invites you to make 10 smoothies in the next 30 days. Caution! Use only nutrient dense ingredients like yogurt, nut butters, protein power, fruits and vegetables. Stay away from ice cream and fruit juice. Made properly, smoothies can be a super quick, super nutritious meal!

Recruitment

Recruitment Pause

The university has directed a pause on all staff recruitment including student and temporary new hires. Please follow these guidelines for any hiring:

1. For student, graduate student and temporary positions, please first seek written approval from your vice chancellor and forward this approval to payroll with your regular email, copying Teresa Goodwin, when submitting a new hire into SuccessFactors. Payroll will not be able to move forward with this hiring process without this approval.

2. Faculty and LTL positions are determined on a case by case basis. Please consult with Julie Yoder for the faculty searches. For LTL hires, please follow the guidelines in point #1 above.

3. For staff positions, hiring managers are to request an exception through their vice chancellor. Please forward the request and approval to Talent Acquisition.

We ask the business offices to communicate this message to all the offices in your area who routinely enter new student and temporary hires into the system.

If you have questions, please contact Melissa Helmsing at **helmsinm@pfw.edu**.

We're Here For You

Human Resources and Office of Institutional Equity
Kettler Hall, Room G02
Main Phone: 260-481-6840
Email: *hr@pfw.edu*
HR Services Email: *payroll@pfw.edu*

Looking for more information about a specific topic?
See our *Contacts by Topic Guide*.

PURDUE UNIVERSITY® | Human Resources and
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