

THE SUPPORT REPORT

The PFW Campus Support Staff Advisory Committee (CSSAC) Newsletter

Winter Break Building Hours and Access

We are rapidly approaching winter recess (December 24-January 2), which means campus buildings will have limited access for certain periods of time.

Building Hours

All campus buildings will close at 9PM on Tuesday, December 23rd, and remain closed through the break. Buildings will re-open at 7AM on Saturday, January 3rd.

[See the full campus access calendar here.](#)

Did You Know?

CSSAC meetings are open! If you're curious about what CSSAC does or want to see what goes on before you decide if you want to get involved, the board meets on the third Tuesday of the month at 1:30PM in SB 176. Attend a meeting and see what we do!

Building Access

If you will need building access during the break, submit a [Door Access Request Form](#) before December 23rd. Door access will be added electronically to your Mastodon ID card. (If you don't have a card or have an older IPFW card, stop by Campus Credentials in Walb 127 for a new one.)

If you have already requested building access previously, you don't need to request it again. Door access for staff is valid 365 days a year (including all holidays and breaks) and continues to be valid until it is revoked.

Reminder: Snow Day Remote Work

Since the removal of regular work-from-home days, there have been some questions about the snow day policy for employees. HR reminds us that though we don't have *regular* work-from-home days anymore, infrequent remote work is available on an as-needed basis.

In the event that campus is closed for severe weather, employees who are able to work remotely should do so.

Benefit Breakdown: CHL and Mental Health Resources During Winter Recess

Winter Recess Schedule for the Center for Healthy Living

The Center for Healthy Living will offer telehealth appointments while campus is closed for Winter Recess, December 24th – January 2nd. To schedule, call 765-494-0111 or visit the [Center for Healthy Living portal](#).

As always, if your medical need is urgent, please visit a local urgent care facility or the ER in an emergency.

Mental Health Resources—Holiday Reminder

EAP with Bowen Health

Employees of Purdue Fort Wayne and immediate family members are eligible for our Employee Assistance Program. PFW's EAP provides up to six free, confidential counseling sessions annually as a benefit of employment.

To set up a confidential appointment with Bowen, call 1-800-342-5653. When scheduling, inform the specialist that you are utilizing your EAP benefit through Purdue Fort Wayne. Existing patients may schedule non-urgent care 24 hours a day on Bowen's website at www.bowenhealth.org.

Bowen also offers a crisis line that can be reached after hours at 1-800-342-5653. For urgent support for suicide prevention, patients should call [988](#), and for other emergencies, 911.

Behavioral Health Services

Behavioral health is a covered service under all Purdue-sponsored health plans and additional services are available. Anthem covers mental health the same way as medical health. Through www.anthem.com, covered employees and their families can search for in-network behavioral health professionals nearby. When accessing the site, choose "Find Care" and then search "Behavioral Health."

LiveHealth Online

In partnership with Anthem, LiveHealth Online offers tier 1, in-network virtual access to licensed behavioral health professionals. Employees can access LiveHealth Online any time through our Anthem plan.

[LiveHealth Online Psychology](#) provides access to licensed therapists for common behavioral health challenges such as grief, anxiety, stress, depression and personal struggles. [LiveHealth Online Psychiatry](#) provides expert advice, treatment and, if needed, medication, by board-certified psychiatrists.

To sign up, click on one of the above links, click "Sign Up" in the top right corner, and enter your email address. You will receive an invitation email. Follow the prompts to set up your account and schedule an appointment.

More Information

Questions? Please contact Amy Jagger in Human Resources at 260-481-6096 or via email at anjagger@pfw.edu.

Connect with CSSAC!

- **Submit an idea, question, or concern to CSSAC:** Submitting a [Bridge Question](#) will bring your ideas, questions, or concerns to CSSAC's attention. You can even choose to submit anonymously.
- **Learn more about CSSAC:** Visit the [CSSAC website](#) to learn more about who we are and what we do.
- **Want to serve as a CSSAC member?** Fill out the [form](#) to let us know you're interested!