Welcome to IU South Bend

Please join the Office of Human Resources in welcoming our new employees to campus!

Jennie Downs  Biology and Chemistry

TRIVIA

1. How many times a year does the sun set and rise in the Arctic?
   a. Zero   b. Once   c. Twice   d. Twelve

2. On which side of a building do icicles most often form?
   a. North   b. South   c. East   d. West

3. What was the world record for snowfall in a 24 hour period?
   a. 30 inches in Prince George, BC  
   b. 54 inches in Waterville, ME  
   c. 76 inches in Silver Lake, CO  
   d. 110 inches in Rimouski, Quebec

4. Who invented the snowmobile?
   a. Henry Ford  
   b. Robert Francis St. Jean  
   c. Joseph Armand-Bombardier  
   d. David Bushnell

Answers on page 4

ANNUAL EMPLOYEE PERFORMANCE EVALUATIONS

We are nearing the end of our employee evaluation period for this year. Our review period runs from December 1, 2012- November 30, 2013.

Please review the goals that you set with each of your employees last year and provide feedback on each goal and allow the employee to provide comments accordingly. All performance evaluations are due in the Office of Human Resources no later than Monday, February 3, 2014.

If an employee is currently on probation, they will not need an evaluation this year.

If you are new to your department and goals were not set with each employee last year, you can use the transitional/narrative form for this year. Also if an employee recently came off probation you can use the transitional/narrative form to finish out the review period.

March 2014

Reminder that goals should be established collectively with each employee for the next review period December 1, 2013- November 30, 2014. Goals may continue to be the same in some cases and can be adjusted throughout the year if circumstances change. The Office of Human Resources does not need a copy of the new goals for the 2013-2014 year.

Forms and Guidelines:
DECEMBER ANNIVERSARIES

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<td>Susan Bendy</td>
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<td>Kayla Wallace</td>
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<td>Jennifer Green</td>
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<td>Deborah Richards</td>
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<td>Larry Miller</td>
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<td>Christine Weingart</td>
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<td>Linda Schultz-Heidrich</td>
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<td>Linda Gilliland</td>
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INVESTMENT COUNSELING

TIAA-CREF Wednesday, December 18 – Admin Building Room 234

Call 1-800-732-8353
Or visit the website: https://publictools.tiaa-cref.org/public/tools/appmanager/tiaa/tools?_nfpb=true&_pageLabel=advice_and_counseling_page&tc_mcid=dm_advice_04052011
→ Click on AT YOUR WORKPLACE
→ Click on Select button
→ Select Indiana
→ Select Indiana University
→ Click on date listed above
→ Select campus (Under Workplace Location below the calendar)
→ Select time

IU sponsors retirement plans and contributes to Social Security to assist eligible employees with meeting retirement income goals. No matter what stage of an individual’s career, eligible IU employees should consider the following:

- Review IU-sponsored retirement plan participation (http://www.hr.iu.edu/benefits/index.html)
- Consider utilizing the IU supplemental retirement plans (http://www.hr.iu.edu/benefits/supp_retire/index.htm)
- Schedule time with University Human Resources retirement plan counselors and investment representatives (http://hr.iu.edu/benefits/retirement-counseling.htm)
- Review estimated retirement income, utilizing the IU Retirement Readiness Online Calculator (http://hr.iu.edu/benefits/rrs/index.html)
- Review IU Retiree Status (http://www.hr.iu.edu/benefits/retirees.html)
8 Family-Friendly Holiday Fitness Tips

By: Laura Williams  https://www.exercise.com/

Dashing between shopping trips, holiday parties, family events and regular work engagements makes it hard to figure out how to fit fitness into your schedule. The trick to staying healthy during the holiday season is to plan ahead and make the season work for you. You may not be able to hit the gym for your regular spin class, but that doesn't mean you have to forgo exercise altogether.

Holiday Exercise Outings -

You probably have a number of family traditions during the holiday season. Maybe you host an annual holiday party, or you set a day aside for cookie and tree decorating. This year, decide to start new holiday traditions that revolve around a physical activity. Here are a few ideas:

Drive to the neighborhood in your city known for having the best lighting display, then spend an evening walking around the neighborhood while enjoying the scenery.

Sign up for a holiday 5K run or walk in your area. A number of cities offer holiday-themed events with names like "Jingle Bell 5K Run Walk" or "Reindeer Run." You and the kids can spend a Saturday morning enjoying exercise as a family.

Make the most of your shopping trip and hoof it around the mall. Print off your local mall’s online store map and plot out all the stores you need to visit. Instead of planning to hit the stores in the most convenient way possible, plot out a track that requires you to walk the greatest distance between each store. Start at a department store at one end of the mall, park on the opposite side, and walk all the way there. You’ll get your shopping and your cardio workout all at the same time.

Increase Activity At Home -

One of the best reasons for staying on the (exercise) ball this season is your family. This is particularly true if you have young children who love rules.

Sit down together and come up with an exercise reward system. Make a poster that plots out all members of your family and their daily activity. Give a sticker for every day that a family member completes 30 minutes of exercise. Turn it into a competition and add rewards. The first person to accumulate seven stickers picks the movie on movie night. Make sure everyone feels equally motivated to participate. Create a large prize if everyone in the family reaches a goal. If your kids know something fun is really on the line they won’t let you get through a day without exercise.

Every family is different. These exercise tips won’t work for everyone. Use them as a resource to think creatively and come up with a solution that you can stick to this holiday season.
HEALTHY IU – HEALTH SCREENINGS

Healthy IU invites you to take stock of your health and well-being by taking advantage of a FREE health screening.

Notification emails are sent out monthly in alphabetical order to help manage the workflow. Please wait until you receive your notice to schedule your tests.

The voluntary, confidential screening includes: blood pressure, glucose, total cholesterol; HDL; LDL; triglycerides; height, weight and total body mass index.

Full-time faculty and staff are eligible, as are their spouses or same sex domestic partners if covered under the IU medical plan. A $100 incentive (before tax) will be awarded to you should you choose to have the screening done. The $100 incentive is paid as supplemental pay and is taxed at a higher rate than normal wages.

Employees and eligible spouses, who prefer to have the screening done by their personal physician, may do so and are still eligible for the incentive. For more information on screening by your personal provider, visit: http://go.iu.edu/SCP

eDoc Reminders

Please make certain the following information appears in the notes section of all termination eDocs:

1. For PAE employees the termination eDoc must be processed before the last date worked
2. For all employees please make note of the actual last day worked. It should be in the mm/dd/yy format.
3. If the termination reason creates a conditional or no rehire status, please add that the status was reviewed, the date reviewed and by whom.

Additionally, please do not use the term reason “retirement” unless you have confirmed retiree status with the Human Resources Department.

TRIVIA ANSWERS

1. b. Once
2. b. South side of a building
3. c. 76 inches in Silver Lake, CO
4. c. Joseph Armand-Bombardier

CHOCOLATE CRANBERRY PARFAITS

INGREDIENTS:
1 1/3 c. granulated sugar, divided
1 c. water
1 c. fresh cranberries
1/2 c. sparkling white sugar or turbinado sugar
3 T. cornstarch
1/4 t. salt
2 1/2 c. fat free milk, divided
2 large egg yolks
1 t. vanilla extract
4 oz. semi-sweet chocolate chopped
1 c. frozen fat-free whipped topping, thawed
1/4 c. mascarpone cheese

1. Combine 1 cup granulated sugar and 1 cup water in a small heavy saucepan over medium-high heat, stirring until sugar dissolves. Bring to a simmer; remove from heat. Combine the sugar syrup and cranberries in a small bowl. Cover and chill for 4 hours.

2. Drain cranberries in a colander over a bowl, reserving liquid for another use, if desired. Place sparkling sugar in a shallow dish. Add cranberries, rolling to coat. Spread sugared cranberries in a single layer on a baking sheet; let stand at room temperature 1 hour or until dry.

3. Combine remaining 1/3 cup granulated sugar, cornstarch, and salt in a large bowl, stirring well. Combine 1/2 cup milk and egg yolks in a small bowl, stirring with a whisk. Heat remaining 2 cups milk in a medium heavy saucepan to 180° or until tiny bubbles form around edge (do not boil). Stir egg yolk mixture into cornstarch mixture. Gradually add half of hot milk to sugar mixture, stirring constantly with a whisk. Add egg yolk mixture to pan; bring to a boil. Cook 1 minute, stirring constantly with a whisk. Remove from heat. Add vanilla and chocolate, stirring until chocolate melts. Spoon pudding into a bowl; place bowl in a large ice-filled bowl for 15 minutes or until pudding cools, stirring occasionally. Cover surface of pudding with plastic wrap; chill 20 minutes.

4. Combine whipped topping and mascarpone in a bowl, stirring until well blended. Spoon about 1/3 cup pudding into each of 8 bowls or footed glasses; top each serving with about 3 tablespoons mascarpone mixture and about 2 tablespoons cranberries. Serves 8

Calories 286  Fat 11.7 gr  Protein 5.3 gr
Carbs 41.9 gr  Fiber .5 g  Sodium 121 mg

http://www.myrecipes.com/
LIKE US ON FACEBOOK
Your HR Department now has a Facebook page. Please take the time to visit our page, “like” it, share it with your friends and visit often. Here is the link:

VISIT US ON PINTEREST AND TWITTER TOO!

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The Mission of the Human Resources Department is to treat each person as a valued customer while administering consistency in upholding University policies and benefit administration and in turn contributing positively to the success of Indiana University South Bend.