New Worker’s Compensation
Treatment Provider

IU has now partnered with Wipperman Clinic for handling medical needs of employees injured on the job. New forms are on our website:

https://www.iusb.edu/human-resources/forms/Accident-Injury%20Forms.php

As a reminder to all, here is the procedure you should follow if you have an on the job injury or illness:

- Report your injury/illness immediately to your supervisor;
- Complete the Occupational Illness/Injury Report;
- If medical attention is needed during normal business hours please come to Human Resources to pick up the Authorization for Treatment form;
  - HR will complete the form and call the Wipperman Clinic to let them know you are on the way;
- All paperwork from the clinic should be turned in to Human Resources for processing.

If the injury/illness needs immediate treatment after 4:00 p.m. please go to the emergency room at St. Joseph Regional Medical Center.

Wipperman Clinic,
19567 Cleveland Road,
South Bend, IN 46637

St. Joseph Regional Medical Center
5215 Holy Cross Parkway
Mishawaka, IN 46545

TRIVIA

1. Which of these events marks the beginning of spring in the Northern Hemisphere?
   a. Ground Hog Day
   b. Mardi Gras
   c. Easter Sunday
   d. Vernal Equinox

2. What Florida beach was a popular destination for college students on spring break until the late 1980’s?
   a. Panama City
   b. Fort Lauderdale
   c. Key West
   d. South Beach

3. The traditional “marshmallow peeps” debuted in 1953. How long did it take to make a “peep” then?
   a. 15 hours
   b. 1 hour
   c. 27 hours
   d. 7 hours

Answers on page 3
ENERGY BOOSTS AT WORK

Article By: Mike Kramer and Liz Noelcke

You see the computer screen, but you really don’t. It’s more like a two-foot blur. Your eyes are between open and closed, although you’re not sure where. At the moment, you have no idea what you’re working on. And it’s only 3 p.m. Sound familiar? Is this a typical afternoon or morning? Are you looking for an energy boost at your desk? Office life can suck the energy right out of you, if you let it. But, there are numerous ways to take advantage of your workspace and stay energetic all day.

Did you realize bad posture alone can give your brain up to 30% less blood and oxygen? Along with good posture, the most effective way to fight energy lulls is with heavy doses of good stretching and good breathing. Shoot for five minutes of mental or physical activity per hour, every hour at the computer.

Here are more, different ideas for rejuvenating your mind and body. Each will only take a few minutes.

• Go to the staircase and step up and down the bottom step, like in step aerobics.
• Massage your head and shoulders. Find trigger points of tension in the shoulders and base of the skull. Hold pressure for 6-10 seconds. Don’t forget your face and jaw.
• Take two steps back from your desk and lean forward until you’re at an angled push-up position against the edge of your desk. Do a couple quick sets.
• Lift 1-3 packs of printer paper in each hand. Curl them like weights or lift them over your head.
• Close your door and shadow box. Imagining a stressor while you’re punching will increase your energy, guaranteed.
• Jumping jacks. Simple, quick and pumps you up.
• Squeeze a stress ball. Relieves stress while strengthening forearms and wrists for typing.
• Try word puzzles. Keep a jigsaw puzzle in your office.
• Switch hands with whatever you’re doing.
• Stand perfectly still for two minutes. Regroup.
• When you first arrive at work, take as long as possible before sitting down.
• Chat face-to-face instead of by e-mail or phone.
• Have a lot of phone time? Buy a cordless and move around while talking.

A 2001 survey by the National Sleep Foundation found that 63% of Americans don’t get enough sleep. Naps will combat this. They cannot replace a good night’s sleep, but they can help you perform at your peak throughout the day. Plus you can save that daily $4 on Starbucks, because the energy you gain from a nap is better and longer lasting than caffeine. The ideal nap length is 20 minutes, easily squeezable into the workday.

(Must have supervisor’s approval.) 😊

For more articles like this visit: www.sparkpeople.com

Tobacco Cessation and Weight Loss Programs

Full-time Academic and Staff employees and spouses who are enrolled in an IU-sponsored medical plan are eligible for the three programs below.

Quit For Life® Program

Tobacco Cessation Prescription Benefits

Weight Talk® Program

Click on this link for more information about these programs:

http://hr.iu.edu/benefits/gethealthy.html

Employee Services in IU Mobile App

Accessible anytime, anywhere, IU Mobile delivers information and services such as the Knowledge Base and Ask IU for all Indiana University employees. IU Mobile is available at no charge to employees. iPhone and iPad users can download the app through iTunes at itunes.apple.com/us/app/iu-mobile/id383456985; you can also search at the iPhone app store for IU Mobile and download from there; and Android users can download the app from AppBrain at www.appbrain.com

For more articles like this visit: www.sparkpeople.com
On Line Application Process (OLA) Tips

For Search and Screen Committee Members and Hiring Officials

For Committee Chair or Lead Person:
- Remember to enter the ‘Interview Date’ for the applicants you have chosen to interview. This will change the status of your OLA posting from “HR Approved” to “Interviewing”. There is a space designated for this date in each candidate’s applicant section.
- When you make an offer, remember to put the ‘Offer Date’ in the space designated. This is the box to the right of the ‘Interview Date’.
- When your candidate accepts the offer, enter that date in the box designated for the ‘Accept Date’. This is the box immediately to the right of the ‘Offer Date’. The status of the position will then show as “Filled”.

It is important to enter these dates on a timely basis, so that applicants can check the status of their application and the posting.

eDoc Tip of the Month

When terminating an employee make certain you have the required documentation attached to the eDoc as well as the information in the “notes” section.

Not sure what documentation is needed and when?

Click on this link for details: http://www.indiana.edu/~uhrs/relations/termcodes.html

TRIVIA ANSWERS

1 – d The Vernal Equinox - which usually occurs on March 30 or 31
2 – b Fort Lauderdale - as many as 350,000 to 375,000 spring breakers flocked to the city in 1985, residents complained and law enforcement cracked down on noise and public drinking, causing partygoers to pick a new destination for the next year’s break.
3 – c 27 hours – today one peep takes 6 minutes

BROILED TILAPIA PARMESAN

INGREDIENTS
1/4 cup Parmesan cheese
2 tablespoons butter, softened
1 tablespoon and 1-1/2 teaspoons mayonnaise
1 tablespoon fresh lemon juice
1/8 teaspoon dried basil
1/8 teaspoon ground black pepper
1/8 teaspoon onion powder
1/8 teaspoon celery salt
1 pound tilapia fillets

DIRECTIONS
Preheat your oven’s broiler. Grease a broiling pan or line pan with aluminum foil. In a small bowl, mix together the Parmesan cheese, butter, mayonnaise and lemon juice. Season with dried basil, pepper, onion powder and celery salt. Mix well and set aside.

Arrange fillets in a single layer on the prepared pan. Broil a few inches from the heat for 2 to 3 minutes. Flip the fillets over and broil for a couple more minutes. Remove the fillets from the oven and cover them with the Parmesan cheese mixture on the top side. Broil for 2 more minutes or until the topping is browned and fish flakes easily with a fork. Be careful not to overcook the fish.

Nutritional Info Per Serving:
Makes 4 servings
Calories: 177.2 Total Fat: 10.3 g
Cholesterol: 63.7 mg Sodium: 226.0 mg
Total Carbs: 1.8 g Dietary Fiber: 0.0 g
Protein: 18.7 g

For more recipes visit: www.sparkpeople.com
EMLOYEE ANNUAL
PERFORMANCE EVALUATION

Our annual employee evaluation period is upon us! Our review period runs from December 1, 2012 – November 30, 2013. If you haven’t already developed your goals for each employee for this review period, now is the time to sit down with each full time staff member and develop them.

Evaluation Form at: https://www.iusb.edu/human-resources/employee-performance-evaluation/index.php

Don’t forget this form is a template and can be customized by adding/eliminating/changing headings to best fit your specific employee/goal needs.