IU South Bend Wellness!

https://www.iusb.edu/human-resources/wellness/index.php

The mission of our wellness program is to promote a culture and climate where staff and faculty can become more engaged in healthy lifestyle behaviors through the provision of health and wellness resources and information. Our focus will be a holistic approach to wellness which will enhance work/life balance for our university community.

Working in conjunction with campus and community as well as tying into Healthy IU to develop a campus wide wellness plan that utilizes external services as well as the numerous benefits we offer daily on campus.

Our wellness committee is comprised of team members:

Co-chairs: Sara Ermeti and Mike Keen
Dé Bryant
Helene Cooper
Lynn Davis
Julie Elliott
Laura Hieronymus
Jim Hurst
Maureen Kennedy
Ziggy Pairitz
Kathleen Pizana
Lee Scott-Green
Liqiang Zhang

Word Ends

In each of these puzzles the words start and end with the same letter. Can you figure out what the word is?

1. __rom__
2. __rou__
3. __ooda__
4. __hri__
5. __regan__
6. __ypis__
7. __apto__
8. __umm__
9. __verd__
10. __otato__

Answers are on page 4
TAKE CONTROL OF STRESS TODAY!

Tips to manage stress from Saint Joseph Regional Medical Center

A little bit of tension can be motivating. But everyone has a point at which stress turns into distress. When you reach this stress threshold, your emotions can begin to harm your health. Here are some tips to manage your stress:

**Breathe easy.** When you’re feeling stressed our breathing speeds up and becomes shallow. As a result, your heart rate and blood pressure increase, and you may feel anxious or have a headache. By taking a few minutes to breathe properly, you can short-circuit this reaction and lessen your anxiety. Here’s how:

- Lying or sitting comfortably, place one hand on your belly and the other hand on your chest.
- Inhale through your nose and feel the hand on your belly rise. The hand on your chest should barely move.
- Exhale slowly, feeling the hand on your belly descend.

**Sleep on it.** When you’re tired, you’re more susceptible to stress. But 20 percent of Americans get less than six hours of sleep per night, according to the National Sleep Foundation. If a racing mind often keeps you awake, writing down any to-do items or thoughts can take the worries out of your head and lead to better rest.

**Get Active.** Exercising on a regular basis can do more than just help you get in shape. It can help you cope with stress and release tension and energy. Physical activity also releases mood-boosting chemicals in your brain. Experts recommend 30 minutes of physical activity most days of the week. Try taking a brisk walk on your lunch break.

**Tense to Relax.** Stress is often written all over your body: Your brow is furrowed, your lips are pursed, your shoulders are up by your ears, and your back is hunched. Using a method called progressive relaxation helps release tension throughout your body, inducing a more relaxed state. You can practice this technique by tensing one muscle group at a time for ten seconds and then letting go. If you’re pressed for time, try this quickie version that tackles all muscle groups at once:

- Sit or lie comfortably.
- Clench both fists, bend both arms, tense your biceps and legs, close your eyes, scrunch your face, bring your shoulders up to your ears and tense your stomach muscles.
- Hold for about five seconds and then release, letting go of the tension and allowing all of your muscles to go limp.

As you do this, keep the idea of relaxation in the forefront of your mind.

**Rely on friends.** Make sure you have a strong support system of friends and family who can help you when you’re stressed. Talking with someone you trust about your stress can help you work through it. Without the support of others stress can be even worse.

Remember, you can’t tackle everything at once. If you take things one at a time, one day at a time, you’ll see progress and feel less stress.
EPTO REMINDER

For all PAE employees please submit your December ePTO calendar within the first few days of January.

Prior to being able to access the January calendar you will need to complete the screen that appears regarding transfer of PTO hours into sick. You are allowed each calendar year to transfer up to 96 hours of PTO into your “sick bank”. You do not have to make this transfer if you are at or under your annual accrual balance, it is an option.

However, if you are exceeding 240 or 288 in your PTO balance you will need to make this transfer. Simply put the number of hours in the blank that is provided and click on submit. If you are not making a transfer you still need to put a “0” in the space and submit.

Cranberry Cocktail Meatballs

A flavorful appetizer meatballs, baked then kept warm in the slow cooker. If you need something quicker, combine your own favorite frozen meatballs with the sauce ingredients, then cook on HIGH in the slow cooker for about 2 hours.

Ingredients:

- 2 pounds ground beef
- 1 cup corn flake crumbs
- 2 eggs
- 1/4 cup chopped, fresh parsley
- 1/3 cup ketchup
- 1/4 cup minced onions
- 2 tablespoons soy sauce
- 1/4 teaspoon garlic powder
- 1/4 teaspoon pepper
- 1 can (16 ounces) cranberry sauce
- 12 ounces chili sauce
- 1 tablespoon brown sugar, firmly packed
- 2 teaspoons lemon juice

Preparation: In a large bowl, combine ground beef, corn flake crumbs, parsley, eggs, ketchup, onion, soy sauce, garlic powder and pepper. Blend ingredients well and form into small balls, about 3/4-inch in diameter. Place in a casserole or baking pan. Heat oven to 300°.

In a saucepan, combine cranberry sauce, chili sauce, brown sugar, and lemon juice in a saucepan. Cook, stirring, over medium heat until mixture is blended. Pour hot sauce over meatballs in casserole. Bake for about 45 minutes, depending on the size of the meatballs. Transfer to crockpot and keep on LOW for serving.

Makes 4 to 5 dozen meatballs, depending on size.

For more delicious recipes please go to: http://southernfood.about.com/
2013 Holiday Schedule

All appointed staff in active or partial leave status on March 1, 2013 when the campus Holiday is accrued are eligible for the Campus Holiday. The holiday may be taken as accrued or used as a floating holiday, but the holiday taken should not create a hardship on the department. The Campus Holiday must be used by the end of the last pay period of the following calendar year.

Also, providing there is no conflict with necessary departmental services, staff members desiring to attend Good Friday church services on March 29th may be excused for later return from the lunch hour for this purpose. Employees may use time off accruals per policy to cover extended time.

**Dates of future paid holidays during the year 2013 are:**

- New Year’s Day: Tuesday, January 1
- Martin Luther King, Jr. Day: Monday, January 21
- Memorial Day: Monday, May 27
- Independence Day: Thursday, July 4
- Labor Day: Monday, September 2
- Thanksgiving Day: Thursday, November 28
- Friday After Thanksgiving: Friday, November 29
- Christmas: Wednesday, December 25
- New Year’s Day: Wednesday, January 1

A reminder to employees to save PTO or vacation hours (not sick time) to cover office closings between the Christmas and New Year’s holidays. New employees who have not been employed long enough to earn sufficient time off to cover department closings, may borrow against future earnings of PTO or vacation hours.
EMPLOYEE PERFORMANCE EVALUATIONS

It’s that time of year…time to complete evaluations for all full-time staff. If you haven’t already, please begin working on evaluations for your staff using the evaluation period of 12/1/11 through 11/30/12. The deadline to submit completed forms to HR will be 2/1/13. Further details and blank forms can be found on the HR website at the following link: https://www.iusb.edu/human-resources/employee-performance-evaluation/index.php