Welcome to the inaugural issue of the Office of Human Resources employee newsletter!

Our goal with each newsletter is to provide you with highlights of new developments in HR; updates; training opportunities and a little fun!

Our newsletter will be as much about you as it is about our goal to distribute timely information regarding benefits and policies. To make this valuable for you we would like to hear your ideas and interests.

Your HR staff are:

**Sara Ermeti, Director**
- Employee Relations
- Job Classification
- Policy Interpretation
- Training and Development
- HR Compliance, etc.

**Judi Poelvoorde, HR Representative and Recruiter**
- Employment Vacancies
- Employment Verifications
- Background Checks, E-verify
- eDocs, etc.

**Jill Keller, Benefits Counselor**
- Benefits: Health, Retirement, LTD, Tuition Benefit, etc.
- Worker’s Compensation; Accident and Injury Reports
- eDocs
- Newsletter, etc.

EMPLOYEE PERKS

The Professional Staff Council has oversight over the vendors that are participating in our Employee Perks. The co-chairs of the council have been in contact with these businesses, or the businesses have contacted them regarding partnering in our discount program.

Below is just a highlight of what benefits are available to employees.

Please visit [https://www.iusb.edu/prof-staff/discounts.php](https://www.iusb.edu/prof-staff/discounts.php) for additional information. You can also go through the HR website and click on the Employee Perks link located on the left side column.

**Cingular Wireless**

IU faculty and staff can receive a 12% discount on monthly rate plans (on plans $20 or above), $50 off all handsets for new activations, and a 25% discount on accessories. In addition, this plan provides special abbreviated dialing codes to reach campus police and UITS Support Services, with no air time charges (unless roaming).

**Verizon Wireless**

15% off monthly access (on plans $39.99 or above) with IU ID.

**Barnes and Noble.com**

IU Faculty and staff receive 5% off the online price of every item and receive free shipping on all online orders.
IMPORTANT REMINDERS

HOLIDAY SCHEDULE
Thanksgiving Day – Thursday, November 22
Day after Thanksgiving – Friday, November 23
Christmas Day – Tuesday, December 25
New Year’s Day – Tuesday, January 1

ePTO
Please make sure your calendar is up to date each month.
Please remember to submit monthly even if no time was taken

ONLINE OPEN ENROLLMENT
November 5 – November 16
Use the Benefits Area of OneStart (Services>Employee Center>Benefits)
Don’t forget to complete the Tobacco Free Affidavit each year!

COMING SOON
TIAA-CREF Individual Sessions, November 13
Watch the Bulletin Board for more information.
In each of these puzzles, a proverb is written with exactly one letter of each word replaced with another. Can you figure out what the original proverb is?

1. Wetter mate that fever.
2. I switch is dime raves mine.
3. So nets if good mews.
4. Won’t budge I took my ids covet.
5. Binds if I heather flock totether.
7. Paste net wart pot.
8. Dyad hen dell to taxes.
9. It nor I peony, is far I wound.
10. Won’t kook I lift horde is she south

Answers on next page.
WINTER STORM PREPARATION

There are a number of ways that winter storms can impact a region and its residents, from creating a minor inconvenience to paralyzing a city. Storms can create many hazards including automobile accidents on icy roads, suffering a heart attack while shoveling snow, developing frostbite or hypothermia from the extreme cold. Strong winds, extreme cold, heavy snow and ice from the storms can knock down trees and utility poles and cause structural damage.

Dress for the Season - Wear loose, lightweight warm clothes in layers. Trapped air insulates. Remove layers to avoid perspiration and subsequent chill. Outer garments should be tightly woven, water repellent and hooded. Wear a hat – half of your body heat loss can be from your head. Cover your mouth to protect your lungs from extreme cold. Mittens, snug at the wrist are better than gloves.

At Home or Work – have these items available in your home and at work: battery powered weather radio, first aid supplies, flashlight and extra batteries, extra water, high calorie non-perishable foods, extra medication, emergency heating source, extra heating fuel, fire extinguisher and smoke detector.

Vehicles – every year people are trapped in vehicles when stranded. Be sure your vehicle is winterized and sound by checking the following: battery, antifreeze, wipers and windshield washer fluid, ignition system, thermostat, lights, exhaust system, heater, brakes, defroster, oil level (may need to replace with winter grade oil) and tires.

Information courtesy of The National Weather Service

Do you have a question about your benefits?

Contact:
Jill Keller
574-520-4358
Monday 8:30 – 3:00
Wednesday 8:30 – 3:00
Thursday 8:30 – 3:00
Friday 8:30 – 3:00

eDoc Tip of the Month

If at any time you need to cancel the eDoc that you are processing, DO NOT click the “X” on the upper right corner of the document. Clicking the “X” will create subject locking on the employee and/or position id. Always use the CANCEL button to cancel an eDoc.

GARBLED PROVERBS ANSWERS

1. Better late than never.
2. A stitch in time saves nine.
3. No news is good news.
4. Don’t judge a book by its cover.
5. Birds of a feather flock together.
6. Beauty is only skin deep.
7. Waste not, want not.
8. Dead men tell no tales.
9. In for a penny, in for a pound.
10. Don’t look a gift horse in the mouth.
Website- Office of Human Resources

www.iusb.edu/human-resources/

To provide employees with a one-stop site for all HR related needs we have begun the transfer of forms from the h drive to our HR website. Please visit our site and familiarize yourself with where information is located as well as links to IU benefits.

Office of Human Resources
South Bend Campus

Job Line Phone: 574-520-4182
Fax: 574-520-5559

1700 Mishawaka Avenue
South Bend, IN 46615

https://www.iusb.edu/human-resources/

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Office of Human Resources Mission

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.