Welcome to IU South Bend

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

Ricardo Ganashal
Housing

Worker’s Comp News

A new way to better serve us after normal working hours has been implemented by the IU Health Wipperman Clinic.

They have announced a strategic partnership with Doctor’s Express, Granger to help handle some of the after hours needs. Doctor’s Express is located in Heritage Square near the Cleveland Rd/SR 23 entrance. Hours of operation are 8 a.m. to 8 p.m. 7 days a week.

The authorization form for treatment at either Wipperman or Doctor’s Express can be found on the HR Website under the Forms heading on the left side of the page.

Indiana Trivia

1. What was Wabash, IN the first in the nation to have in 1880?
2. What is the state rock?
3. What is the state flower?
4. What is the state tree?
5. What is the state bird?
6. What well known actress and singer who portrayed a TV mom, is from Dale, IN?

Answers on page 4

Your Health Your Way Walking Group

All Full Time IU South Bend Staff and Faculty,

Your Health Your Way is pleased to further your walking /wellness efforts with the Healthy IU pedometers: 10K-a-Day!

Please come to the Office of Human Resources (or in the SAC the front desk) to pick up your own pedometer to track the number of steps that you take toward the recommended daily goal of 10,000. Whether you are walking on the track; walking from the parking lot to your worksite or to and from on your daily tasks, this pedometer is light weight and easily clips onto your clothes. The pedometer will come with a handy guide that will prepare you on how to use the pedometer, tracking your steps, goals and logs to various words of inspiration and tips!

Start Walking!

Walking Membership To the SAC

The red bracelets needed for the walking membership for full-time employees can be picked up in the Office of Human Resources, at the SAC, or you can get yours when you have your annual screening at The Health and Wellness Center.
### OCTOBER ANNIVERSARIES

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<td>Cheri Gray</td>
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<td>Frederick Patton III</td>
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<td>Andy Krouse</td>
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<td>Glenn McQueen</td>
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<td>Julie Van Laere</td>
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<td>Yvonne Walker</td>
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<td>Joseph Nate</td>
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<td>Andrea Welch</td>
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<td>Mike Prater</td>
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<td>Edward Summers</td>
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<td>Keith Kalin</td>
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<td>Patrick Mc Gonigal</td>
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<td>Mary Nurenberg</td>
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<td>Daniel Finch</td>
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<td>Erika Zynda</td>
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<td>Jean Metzger</td>
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<td>Ada Douglas-Plummer</td>
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<td>Shabaun Flanagan</td>
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<td>Anthony Pearson</td>
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### END OF YEAR TIME OFF BALANCES

It’s that time of year to start thinking about end of year time off balances. Please remember that you will need to save time to cover the break between Christmas Day and New Year’s Day. For those with PTO, don’t forget that the maximum number of hours to transfer from PTO into your sick account at year end can be no more than 96 hours. (i.e. if you have a large PTO balance, remember that you can take up to 240 or 288 hours off per calendar year respectively depending on the number of years of service and you can only transfer into 2014 a maximum of 240 or 288 hours).

Campus Holiday: If you carried over your 2012 campus holiday it must be used prior to December 21, 2013.

### OPEN ENROLLMENT INFORMATION

Watch for your Open Enrollment Booklet to be delivered between October 6 – 18.

Meetings will be held on November 8 in the SAC, Room 223-225. Meeting times are 10:00 a.m. – 11:30 a.m. and 1:00 p.m. – 2:30 p.m.

Feel free to bring your covered spouse or partner. There will be a lot of information shared and a time for questions. Your question may be one someone else needs answered as well.

There will be 10 webinars available online covering a variety of insurance topics.

Open enrollment dates are November 11 -22 with changes taking effect on January 1, 2014.

Please remember, even if you are not changing plans, you must still certify that you are a non-tobacco user.
‘Yardening’ Gains Local Momentum

By GENE STOWE SBT Correspondent

A grass-roots anti-grass movement is bringing the local-food focus right to the front door. Yard gardeners — “yardeners,” they call themselves — are replacing the green grass of home with more fruitful crops they can harvest rather than mow.

A Facebook page launched by Sara Lowe, who learned about yardening when she volunteered with the Unity Gardens last year and gave a talk on the subject at Ignite Michiana, has grown to more than 260 members since March.

“I did a talk about growing our own food and supporting ourselves and eating local,” she says. “In that whole discussion, I was talking about how we should want to grow food in our yards other than just grass.

“Some of the members are just now growing for the first time this year. Some are more expert gardeners. There’s been an exchange of ideas and support for anybody who has a question. I posed a question about what to do about rabbits, and I got probably 20 comments that all were very helpful.”

Although gardening information is available online, the personal connections provide more support, Lowe says.

“I’ve made at least 10 new friends that helped me,” she says. “We’re learning from each other. I learned about how to grow using natural methods.

“This year I’ve learned to control the weeds and get better tomatoes.”

People who have used performance-enhancing chemicals on their yards should consider installing raised beds of at least 2 feet, with a barrier such as cardboard on the lawn, for their yardens, she says. On her natural ground, she layered cardboard, grass clippings and leaves to kill the grass and use the topsoil for her food.

Lowe, who started with about 100 square feet last year, got permission from her Southmore apartment co-op to plant in the front yard when she more than doubled her garden this year.

“At first I had neighbors who were not really sure — they were giving me side looks,” says Lowe, who won their hearts with free food. “I’ve had a couple of neighbors come up and talk to me about the garden. I’m able to share some food. I’m growing a little community there in my own area.”
IU South Bend Human Resources Website

Looking for information regarding employment at IU South Bend? On our website you can find information regarding:

- Employing minors
- Exit interview questionnaire
- New Hire Packet
  - Links to all forms required
- Parking information
- Supervisor’s new hire check list
- Supervisor’s termination check list

E-VERIFY TIP

Before a completed Form I-9 can be submitted, it is necessary to insert an IU reference number. This is a three part number that begins with the two digit campus code, then the HRMS department code, and lastly, the account number which is to be charged for the I-9/E-Verify process.

INDIANA TRIVIA ANSWERS

1. Electric street lights
2. Limestone
3. Peony
4. Tulip
5. Cardinal

The United States Department of Agriculture has a website with a lot of valuable information about food, nutrition, meal planning and healthy habits. To visit the website click on the this link:  http://www.choosemyplate.gov/

(Due to the government shutdown this site is temporarily unavailable.)

A sample of some of the information available on this site:

- 10 Tips nutritional education series
  - Several pages of easy to follow, printable tips
- Sample menus and recipes
  - Links to recipes and other sites with healthy recipes
  - Sample meal and snack pattern
- Tips for vegetarians
- Tips for eating healthy when eating out
- Counting calories in mixed dishes
- Food safety advice
- Tips for increasing physical activity

NUTRITIONIX

Want to know the nutrition information of your favorite restaurant meal? Would you like to be able to compare the nutrition information on packaged foods before you get to the store? And what about those common food items we consume?

Nutritionix has nutritional information on restaurant food, over 1,500 of your favorite packaged brands and over 8,000 common food items. Click on the link below to check out this website.

http://www.nutritionix.com/
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https://www.iusb.edu/human-resources/

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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!

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.