Synonyms for resolution include vow and promise. Many people use the end of the year as a time to reflect upon the ways in which we did or did not live up to our resolutions or promises and make new promises to ourselves or others. The leadership of APSAC has spent the past few months thinking about the promises we make to the staff of the Purdue community. In particular, how we can reframe these promises to be more meaningful to our community, how we can more effectively keep our promises, and how we can know if we are living up to our promises.

In short, we have been updating our strategic plan. APSAC has three goals, or promises, that we make to ourselves and to the Purdue community:

- Be a primary source of staff perspective, expertise and knowledge for leadership and administration;
- Be a valuable communication and information resource for university staff; and
- Support continuous improvement of the university and the university workplace.

We work toward these goals by building relationships with other groups across the university, interacting and communicating with university administrators, interacting and communicating with university staff, and supporting—both directly and indirectly—activities, policies, and events that improve the experience of staff at our university.

To pursue these goals effectively, we need to have open channels of communication with as many facets of the Purdue community as possible. We need to know how you perceive APSAC, what we can do to continue to improve the value of our organization to Purdue staff, and what issues we can focus on that will be the most impactful to the working environment at the university.

But we need your help. We need to hear from you. Please consider completing a short survey, found at https://purdue.ca1.qualtrics.com/jfe/form/SV_dbNPYESDMN98eQB, to tell us how we are doing and how we can keep our promises to the Purdue community.

You can also contact any of us directly. There is at least one APSAC member for each area of the university. You can look up our members at our website www.purdue.edu/apsac or contact me directly at carleton@purdue.edu.

On behalf of APSAC, I want to wish you a joyful holiday season. I hope you are able to spend time reflecting on the past year with your loved ones and making new and exciting promises for the year ahead.
APSAC has awarded individual professional development grants to 21 administrative and professional staff members for fall 2017. Grants of up to $750 are awarded twice a year in the spring and fall. Additional information on APSAC grants is available at [http://www.purdue.edu/apsac/Grants/index.html](http://www.purdue.edu/apsac/Grants/index.html). The recipients of the fall 2017 grants and the areas they work in are:

- **Emily Blue**, Manager of Brand, Advertising and Sponsorships, Office of Marketing & Media
- **Taylor Brodner**, Information Systems Specialist, Office of Institutional Research, Assessment and Effectiveness
- **Aylin Celtik**, Research Data Analyst, Office of Institutional Research, Assessment and Effectiveness
- **Katherine Fry**, Supply Management & Technical Assistant, Food Stores
- **Elisabeth Garland-Kuntz**, Research Associate, Chemistry
- **Kelley Gillaspy**, Quality Improvement Advisor, Regenstrief Center for Healthcare Engineers
- **Amy Glenn**, Associate Director, Office of Future Engineers
- **Megan Gunn**, Aquatic Ecology Lab Manager/Undergraduate Student Recruiter, Forestry and Natural Resources
- **Molly Hunt**, Extension Educator, Field Extension Educators
- **Vicki Kennell**, ESL Specialist, Writing Lab, English
- **Brent Ladd**, Science of Information STC Education Director, Computer Science
- **Fundisani Mangena**, Quality Improvement Advisor, Regenstrief Center for Healthcare Engineers
- **Carol Oteham**, Occupational Health and Safety Specialist, Executive VP for Research and Partnerships
- **Julie Roahrig**, Instructional Technologist, College of Veterinary Medicine
- **Nicole Rosen**, Clinical Pathology Supervisor, Veterinary Medical Teaching Hospital
- **Tammy Siemers**, Professional Development and External Relations Specialist, Biomedical Engineering
- **Diana Stone**, Extension Educator, Field Extension Educators
- **Kathryn Walters**, Assistant Director of Event Management, Student Activities, Organizations and PMU
- **Nicole Weibel**, Compensation Analyst, Vice President for Human Resources
- **Marcella Wilson**, Administrative Assistant, International Programs in Agriculture
- **Ryan Wynkoop**, Extension IT Specialist, College of Agriculture Administration

**CENTER FOR HEALTHY LIVING, FIDELITY INVESTOR CENTER ANNOUNCE HOLIDAY, WINTER RECESS HOURS**

The Center for Healthy Living will be closed Dec. 25, Dec. 26, Jan. 1 and Jan. 2, which are University holidays. If a need for medical consultation arises during the observed closures, contact the Anthem NurseLine at 888-279-5449 or [LiveHealth Online](http://www.livethealthonline.com) for assistance.

Aside from the observed University holidays, the Center for Healthy Living will be open regular business hours, including during the winter recess scheduled for Dec. 27 through Dec. 29.

The Fidelity Investor Center in Purdue Memorial Union will be closed Nov. 23 and Nov. 24 and will close at 5 p.m. Dec. 22 and reopen Jan. 3.

For more information on the winter recess, see the [2017 Winter Recess FAQs](#).

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**CONTACT APSAC**

Whether you’re looking for answers, have an idea for a *Sentinel* article, or just want to let us know how you feel about what’s going on around campus, you can now email APSAC at: [sentinel-request@lists.purdue.edu](mailto:sentinel-request@lists.purdue.edu)
EMPLOYEE FEEDBACK SOUGHT ON RECENT BENEFITS ENROLLMENT, WELLNESS OFFERINGS; INCENTIVE OFFERED

Human Resources-Benefits is seeking employee input and feedback about the recent benefits open enrollment as well as overall health and wellness offerings at the University. Employees on all campuses who are benefits-eligible will receive a brief, two-part survey via email from Human Resources regarding both of these topics.

As a small token of appreciation, all participants will be mailed an incentive for participating in this survey. To keep employee responses anonymous, upon completion of the survey, participants will be redirected to a separate survey to provide name and campus building to mail their incentive.

“We are interested in employee thoughts about the new Benefitfocus online enrollment tool, the effectiveness of the various communications, as well as other types of resources that are provided,” says Teresa Schnarr, associate director of benefit operations.

Additionally, the benefits team is interested in employee thoughts about wellness offerings. The University invests in a variety of wellness offerings, including the Center for Healthy, Castlight, LiveHealth Online, Virta Health and more.

As health care costs continue to rise nationwide, Purdue leadership is working to help minimize future medical inflation for employees and the University.

The survey will provide helpful information that will be used for future planning. The survey will remain open through Friday, December 22 and can be completed at this link, https://purdue.ca1.qualtrics.com/jfe/form/SV_af3eDxU0hyLhxzL.

BENEFITS AMBASSADORS PROGRAM SEEKS REPRESENTATION FROM SIX AREAS

A recent Purdue Today article shared follow-up information on the recent callout for the 2017-2018 benefits ambassadors program term. In its second year, the program continues to generate interest.

Currently, there are 49 benefits ambassadors who are serving the 2017-2018 term. Only six areas / departments on campus are missing representation within the benefits ambassadors.

They are:

- Affiliated Organizations
- Assoc. Vice Provost Enrollment Management/Dean of Admissions
- College of Health and Human Sciences
- Intercollegiate Athletics
- President and Board of Trustees
- VP for Public Affairs

Human Resources is interested in identifying a representative from those areas and applications will be accepted to fill those roles. To express interest or apply, please contact Sara Randall in Human Resources.

“We continue to be encouraged by the interest shown toward this program,” said Candace Shaffer, director of benefits in Human Resources. “Now more than ever, with our focus on employee health and wellness university-wide, our ambassadors and the role they play are key to helping us meet our goals.

We look forward to increasing the reach of the ambassadors across campus, and the first step would be to identify representation in the needed areas. Anyone from those areas who is interested is encouraged to contact us for more information.”

For more information on the overall program, Human Resources has created an overview and frequently asked questions document. A roster of the current ambassadors is included in the information and can be utilized to contact the ambassador for your area to share ideas or request a workshop on a specific topic. If your area is not directly represented, please contact Human Resources at 49-42222, via email at hr@purdue.edu or HRHelp.
The Healthy Boiler Wellness Incentive Program begins January 1, 2018, and Human Resources encourages employees to take some time and familiarize themselves with the program’s portal, which is accessible and user-friendly for all benefits-eligible employees (including those who opt out of a Purdue medical plan) and covered spouses on all Purdue campuses, was made possible through a partnership between the university and the Center for Healthy Living on Purdue’s West Lafayette campus.

The portal serves as a one-stop shop for health and wellness information as well as where employees will log their activities and other information related to the 2018 wellness incentive. In addition, a frequently asked questions (FAQ) document on the program is also available via the portal. The FAQs will be updated as the program continues to develop; be sure to check back periodically for new information.

“We are excited to share the portal and its capabilities with our faculty and staff,” said Candace Shaffer, director of benefits in Human Resources. “Introducing the portal now, prior to the January 1, 2018, start date of the program, provides employees and spouses an opportunity to familiarize themselves with the site as they make plans to take advantage of the Healthy Boiler Wellness Program in 2018 and the available incentive to participate.”

The portal is accessible at www.healthyboiler.com. Employees and covered spouses will need to register to access the site. Please note: employees must register and login first in order to allow spousal access to the site.

To register from the link above:

- Click the REGISTER button (in gold)
- When prompted, provide employee first name (as it appears on pay stub)
- Provide last name (as it appears on pay stub)
- Enter Employee ID number including two leading zeros, for a total of 10 digits
- Continue with the steps as prompted to finish registration
- Please DISREGARD the referral code box, unless you have received an email invitation, with a referral code, from a spouse or a friend.

As a reminder, the program, introduced for 2018 as a way to provide benefits-eligible employees (including those who opt out of Purdue medical coverage) and spouses covered on a Purdue health plan an opportunity to improve their health and wellness and earn financial incentives at the same time is a three-part program as outlined below.

Eligibility to receive the incentive requires completing all three objectives listed below. Eligible employees and spouses will receive the respective funds into their Health Savings Account (HSA) or into a Health Reimbursement Account (HRA).

- Select a primary care provider - $50 employee only/$100 employee & spouse
- Complete a physical & biometrics - $100 employee only/$200 employee & spouse
- Complete two pre-approved wellness activities - $100 employee only/$200 employee & spouse (Pre-approved wellness activities for the incentive were announced in a recent Purdue Today article.)

While information and activities can be logged in the portal now, keep in mind that only information and activities completed after January 1, 2018, qualify for the incentive program. For example, if an employee enters his or her primary care provider prior to January 1, 2018, he or she will need to re-enter the information after January 1 for it to count toward the incentive.

Information will continue to be shared regarding the program and the portal via Purdue Today and email. In the meantime, any questions on the Healthy Boiler Wellness Program can be directed to healthy-boiler@purdue.edu.

The pre-approved activities for 2018:

- Attend wellness education presentations/workshops. Participation must equal a minimum of four hours, may include multiple presentations (virtual or in person).
- Participate in a team sport or league.
- Complete 5K or more (walk/run/bike).
- Participate in a wellness education series. Series must consist of three or more sessions (virtual or in person).
- Participate in four or more health coaching sessions. May include health coach, stress management, mental health, personal trainer or registered dietitian (virtual or in person).
- Participate in a weight loss program/group, ie: Weight Watchers.
- Logging a minimum of 150 minutes per week of physical active for eight concurrent weeks.
- Participate in a disease management program (virtual or in person). Ex. Virta Health.
**PAY QUESTIONS**

**How should staff be paid for the 2017 Winter Recess?**

- Non-exempt employees designated as essential personnel will receive their regular rate of pay for all hours worked during the Winter Recess. Essential employees will have the opportunity to re-designate any time worked (consistent with normal time tracking practice) during the Winter Recess to another normally scheduled workday(s) within the current fiscal year (Essential personnel eligible to re-designate their time may do so between December 18, 2017–June 30, 2018).

- Non-essential personnel who work on December 27, 28 and/or 29 will be paid at their regular rate for all hours worked, absent the ability to re-designate any time worked during the Winter Recess to another normally scheduled workday(s) within the current fiscal year.

**How do I confirm my position will/will not be designated as essential during the Winter Recess?**

Senior management in each college/unit will determine which functions are essential and how to staff those functions during the Winter Recess. If you have any questions whether your position will be deemed essential during the Winter Recess, please contact your supervisor.

**Do temporary and student employees receive pay for the Winter Recess?**

No, they do not, unless they are designated as essential staff and work during the Winter Recess.

**Do academic year (AY) faculty and staff receive pay for the Winter Recess?**

No. Winter Recess does not apply to academic year faculty and staff because they are not scheduled to work during the 2017 Winter Recess.

**Are employees who are receiving benefit payments (i.e. worker’s compensation, short term disability, long term disability) eligible for Winter Recess pay?**

Benefit payments will continue normally in these situations. If employees are supplementing their benefit payments with sick leave/vacation/personal holiday, these benefit payments should be supplemented with Winter Recess paid time in place of the hours that would have been paid as sick leave/vacation/personal holiday.

**Is the Winter Recess considered additional University holidays?**

No. The Winter Recess is a special “closure” of the University, allowing employees to have an extended period of time off at a time when classes are not in session and the general level of activity slows. The Winter Recess is part of Purdue’s ongoing efforts to recognize and reward hardworking employees. If a benefits-eligible employee works through Dec. 22, 2017 and is separating from the University, the holiday pay stipulation applies and that employee will be paid for the Winter Recess, including the holidays through the end of the calendar year. Separation date, or day following last day in pay status, will be 1/1/18.

**LEAVE QUESTIONS**

**If an employee is on unpaid FMLA leave, would the employee be allowed to change the designation of FMLA and be compensated for the Winter Recess?**

No. If an employee has previously-scheduled unpaid FMLA, it should be recorded as such.

**If an employee is on paid FMLA leave (supplementing their FMLA with sick leave/vacation/personal holiday), would the employee be allowed to change the designation of paid leave time and substitute eligible Winter Recess time?**

Yes. If an employee is supplementing FMLA with sick leave/vacation/personal holiday, they should be paid Other Leave (With Pay) in place of hours that would’ve been paid as sick leave/vacation/personal holiday.

**RE-DESIGNATING TIME**

**Can essential personnel who work/scheduled to work during the Winter Recess re-designate their time off prior to the winter recess?**

Yes, with limitations. All time to be re-designated should be used between 12/18/17–6/30/18.

**How will my re-designated time off be tracked?**

Departments will be required to manually track re-designated time off.

**What happens to my re-designated time off if I call in sick during the Winter Recess and I was supposed to work?**

Essential personnel who call in sick during the Winter Recess when they are designated to work must use “Other Leave (With Pay)” to record their sick time and may not re-designate that time off to a future date.

**Can I re-designate the Winter Recess if it occurs on my normally scheduled day off?**

No. If the Winter Recess occurs on a normally scheduled day off, the employee does not re-designate that time off. For example, if an employee normally works an 80% schedule and has Tuesday off, this employee does not re-designate the Winter Recess day on Tuesday.

**If the University holiday falls on my normally scheduled day off during the week of the Winter Recess, can I re-designate that day?**

Yes. If the 12/25/17 and/or 12/26/17 holiday falls on a normally scheduled day off, the employee will be able to re-designate their holiday to be used by 6/30/18 (this only applies to the holidays that fall on 12/25/17 and 12/26/17; all other holidays are to be re-designated within the same workweek). Please see the Eligibility for Holiday Pay document for additional information.

Any questions may be addressed to hr@purdue.edu or call 49-42222.
The term of the current APSAC representatives in ten (10) areas will expire on May 31, 2018. A request for applications will be sent to all Administrative and Professional Staff in January encouraging A/P staff to apply for APSAC membership.

Applicants will be sought from the West Lafayette campus for the following areas to fill upcoming APSAC membership openings:

- College of Agriculture and Cooperative Extension Service, and School of Veterinary Medicine (2 positions)
- College of Education, College of Liberal Arts, and School of Management
- College of Engineering and Purdue Polytechnic Institute
- Office of the President and Areas Reporting Directly to the Provost, Board of Trustees, Vice President for Public Affairs, and WBAA (2 positions)
- College of Science
- Areas Reporting to the Vice President for Information Technology
- Areas Reporting to the Vice President for Physical Facilities (1-year term)
- Areas Reporting to the Vice President for Research & Partnerships and Discovery Park

All openings will serve a three year term, June 1, 2018 to May 31, 2021.

APSAC serves as a two-way conduit between A/P staff and the administration. As such, APSAC serves two distinct constituencies, each with the need to hear the other and to be heard by the other. In its role as a communication facilitator, APSAC offers A/P staff a mechanism to voice their interests and concerns as they relate to campus affairs.

The following is expected of all APSAC members:

- Attend the full committee meeting the second Wednesday of each month, 1:30 p.m. -3:30 p.m.
- Serve on an APSAC subcommittee (meet monthly, times and dates vary by subcommittee).
- Communicate appropriate information to A/P staff in their areas on a regular basis.

In addition to these activities, some APSAC representatives will have an opportunity to represent A/P staff on various University committees.

The application deadline will be in early March and interviews will take place the week of March 12. For further information, contact Abby Hostetler, Chair, APSAC Membership & Communications Subcommittee at (765) 494-4390 or alillpop@purdue.edu or visit the APSAC website at the following URL: www.purdue.edu/apsac.