Thank You, President Daniels!

Dear President Daniels,

On behalf of the Clerical and Service Staff Advisory Committee, we would like to thank you for the additional paid time off Purdue employees received over the winter recess.

The feedback has been overwhelmingly positive; here are a few comments we received: “I actually felt refreshed”, “I wanted to come back to work”, and “I value the time I was able to spend with my family”. The three-day recess appears to have elevated the morale of the employees and we hope the time off is given significant consideration in the future years.

CSSAC values the relationship we have built with you and your staff through which we are able to give a voice to many, and we are grateful for the opportunity. Thank you for listening to the employees and making Purdue a better place to work!

Hail Purdue!
Sincerely,
CSSAC Executive Committee

IRS Form 1095-C not required to file your taxes

Effective January 2014, the Affordable Care Act (also known as the "ACA," Health Care Reform or Obamacare) implemented the Individual Shared Responsibility Provision, which requires most U.S. residents to have minimum essential health insurance coverage that meets certain standards or pay a fine. The IRS requires Purdue, as your employer, to report whether you and your dependents (if applicable) had coverage in 2015; therefore, you will be receiving a Form 1095-C, which details if Purdue offered you health coverage and during which months.

You will receive this form by March 31; however, you are not required to submit the form in order to complete your tax return and may file as normal.

If you have questions, contact the Human Resources Service Center at 49-42222 or at the Health Care Reform inquiry inbox atbenefits@purdue.edu.

Featured Vendor

The featured vendor of the month is T-mobile.

T-mobile offers an 18% discount on their monthly service. CSSAC has been contacted by many employees who have stated that they have not been able to receive this discount.

If you have been unable to receive this discount, please contact Samantha Wynn at the Lafayette T-mobile at 170 S Creasy Lane, Suite 1750, Lafayette. She may also be contacted by email at Samantha.wynn2@t-mobile.com. Please be prepared to show proof of employment by bringing your most recent pay check stub and valid ID.
CSSAC’s Purdue Employees Activity Program (P.E.A.P.) presents the newest event! We will have a GOYO Wine & Canvas on February 11, 2016. Visit www.purdue.edu/cssac/Employee_Trips/ or click on the image below to register. Contact Brenda Gunion <gunion@purdue.edu> for more information.

Professional and local artist Sara Vanderkleeed will give step-by-step instructions to complete your own masterpiece; wine & snacks provided!

Visit “More Than Painting-An Experience” Facebook page and see photos from previously offered events.

www.saravanderkleeed.com - www.morethanpainting.biz

Thursday, February 11, 2016
6:30 – 8:30 pm
$35 per person

Tippecanoe Arts Federation Building
638 North Street - Lafayette, IN
Space is limited – Reserve today!

Registration deadline January 29, 2016

Be an artist for an evening!
All supplies included: paint, canvas, apron, etc. and yummy snacks!
Join us!

To register go to: http://www.purdue.edu/cssac/Employee_Trips/
Contact: gunion@purdue.edu for more info
Hadley Lecture on March 1, 2016

SAVE THE DATE!

Each spring, the Professional Development subcommittee in APSAC organizes the Richard A. Hadley APSAC Professional Development Series presentation.

This year it will be on March 1, 2016 from 2-4 pm in STEW 302-306. Michelle Gladieux, Purdue alum and Executive Coach, will present on “Presence and Productivity: Pursuing “Work-Life Balance””. She will discuss how can you be highly effective at work and at the same time live your days with more enjoyment. How does less worrying, smart risk-taking, and communicating with less fear sound? This workshop will help you understand your unique purpose in three main relationships: the one you have with yourself, with others, and with your work. Join us at her presentation in March! Create space to get clear about your passions and plan logical next steps.

Registration and sign-up details will be available in January.

Adverse Winter Weather Procedures and Announcements

On an ongoing basis, but particularly as we enter the winter months, existing and predicted weather conditions are carefully evaluated by Environmental Health and Public Safety staff to ensure the health and safety of the members of our campus community. In accordance with Purdue University Adverse Winter Weather Conditions policy IV.A.6, revised June 9, 2014 (www.purdue.edu/policies/facilities-safety/iva6.html), special procedures pertaining to classes, operations, parking, pay and/or attendance will become effective for the West Lafayette campus should action pertaining to adverse winter weather conditions become necessary.

Depending on the nature of existing or predicted conditions, the President of the University or his designee may declare a Wind Chill, Snow, or Ice Emergency for the West Lafayette campus. This decision process will include coordination with appropriate Tippecanoe County, West Lafayette, and Lafayette municipal offices by Environmental Health and Public Safety staff members.

Wind Chill Emergency

Conditions
When existing or predicted low temperatures and wind conditions have the potential to pose a severe health threat to students walking to and from class, a Wind Chill Emergency may be declared. This is most likely when the sustained wind chill is -30 degrees Fahrenheit or colder.

Actions and Impact
● Classes will be suspended.

Snow or Ice Emergency

Conditions
When severe snow or ice accumulation is predicted or occurs, impacting roads and sidewalks on campus, a Snow or Ice Emergency may be declared.

Actions and Impact
● Classes will be suspended.

NEW CSSAC WEBSITE!!!
Check it out at: www.purdue.edu/cssac
Routine operations of the University will be suspended. Most employees will be asked to leave campus and/or not report to work until further notice.

Parking will be restricted on campus roads as posted.

Employees pre-designated as Essential Personnel should follow their unit’s procedures and make a reasonable effort to report to campus.

- Affected unit heads will designate Essential Personnel annually and notify them of their status as such, providing additional unit-specific procedures as appropriate.
- Essential Personnel are Purdue employees who are required to report to campus in order to provide the minimum level of service on the West Lafayette Campus (e.g. emergency services, utilities, snow removal, provision of food and housing) and those needed to prevent irreparable damage to animals, research and mechanical systems.
- If travel is prohibited in the county in which an Essential Personnel employee resides, supervisors should not require the employee to travel to campus.
- Essential personnel may be required to stay on campus in advance of, or for all or part of the duration of a Snow or Ice Emergency, as directed by their supervisor, in order to ensure the continuing operation of the University at the necessary level.

Emergency housing and meals will be provided at university expense to Essential Personnel as needed. Each unit will be responsible for reimbursing the Purdue Memorial Union or other facilities providing housing and/or meals.

Information on specific pay practices for a Snow or Ice Emergency will be distributed to departments by Human Resources.

Parking Restrictions
When snow or ice accumulation is predicted, parking may be restricted on campus roads as posted. When parking is restricted during a Snow or Ice Emergency, employees and students will be encouraged to utilize parking garages and CityBus to facilitate the clearing of snow and ice from roads and surface lots.

Announcements and Communication
Decisions regarding the declaration of Wind Chill, Snow, or Ice Emergencies will be communicated as quickly as possible, with the intention of sharing decisions that may impact classes and/or university operations by 5:30 a.m. on the day to which the action will apply. When Wind Chill, Snow, or Ice Emergencies are declared, the following means of communicating with the campus community may be utilized.

- Purdue email
- Purdue Alert text system
- Posting of announcements to the Purdue campus status website: http://www.purdue.edu/emergency/
- Notification of local media

CSSAC Districts

District I (10 members)
Academic schools and divisions reporting to the Provost and the Director of Intercollegiate Athletics

District II (2 members)
Office of the Board of Trustees, President, & Treasurer and Chief Financial Officer

District III (4 members)
All departments reporting to the Vice President for Physical Facilities

District IV (4 members)
Housing and Food Services (now combined with Areas reporting to the Provost)

District V (3 members)
All offices and departments of the Calumet, Fort Wayne, and North Central Campuses