OPEN ENROLLMENT NOW CLOSED

Open enrollment for 2016 benefits coverage ended at 6 p.m. on Nov. 13 with 98.1 percent of faculty and staff actively enrolling.

"On behalf of Human Resources I would like to thank everyone who took the time and completed their enrollment elections for 2016," said Eva Nodine, director of benefits in Human Resources.

She continued, “This year marks our most successful year for active enrollment and is a testament to the effective and informed decision making displayed by our employees.”

If they have not yet done so, all employees are encouraged to electronically save or print out a copy of their 2016 enrollment summary as a verification of what they submitted. Generally this information is not needed; however, it is always a good idea to keep it until they can verify the deductions that begin in January are correct.

Enrollment elections are available for review through EBenefits at any time, not just during open enrollment. To access EBenefits, log into the Purdue Employee Portal and click on the EBenefits link.

As previously communicated, those who did not enroll by the deadline were defaulted for 2016. For full details on what happens if an employee did not enroll by the deadline, see the recent Purdue Today article.

If you have any questions or concerns, you can contact Human Resources at hr@purdue.edu (general email), HR Help (secure email path) or via phone at 49-42222.

PURDUE REM & OFFICE ERGONOMICS

What department on the West Lafayette campus handles radioactive chemicals, HazMat, environmental health, occupational safety, injury prevention, and workplace ergonomics? The Department of Radiological and Environmental Management, or REM. Did you know that, since 1995, REM has had a program to evaluate and improve workplace ergonomics?

According to REM's website:

Ergonomics is the study of the workplace. REM is available to assist with a wide variety of ergonomic concerns including office, laboratory, industrial, and training. Injuries that can be attributed to poor ergonomic setup often start with minor pain and discomfort, but may have the potential to become more serious. Early ergonomic intervention can reduce the potential risk of injury. Some early warnings of potential injury associated with improper work space setup are:

- Headache
- Eye strain
- Neck pain
- Shoulder pain

(Continued on Page 2)
• Back pain
• Arm pain
• Wrist pain
• Numbing of the hands and fingers
• Leg discomfort

Purdue University’s Ergonomics Program provides the means for university employees to be educated on the effects of ergonomics in their work space and be evaluated (if necessary) to identify any risk factors that could lead to injuries. If changes are required in the work space, REM has limited funding to assist in purchasing equipment to correct the deficiencies.

Typical purchases might include:
• Keyboard trays and connecting hardware
• Wrist rests and mouse rests
• Monitor platforms
• Document holders
• Glare screens
• Footrests
• Chairs
• Arm pads

• Laboratory items

You may be able to improve your office ergonomics with the following procedure:

Neutral Working Posture

1. Chair Adjustment:
Adjust the chair height so the feet are flat on the floor. The thighs should level or slightly pointed down to the knees. There should be no pressure points on the back of the thigh. Sit up straight allowing the natural curve of the spine to contour to the lumbar support of the chair. This posture will put the body in the proper position to use the computer.

2. Keyboard Height Adjustment:
Let the arms hang naturally at the sides and bring the forearms up until they are parallel with the floor. With the hands extending naturally from the wrists, move up to the keyboard, the hands should lay naturally on the keys. This is the proper keying position. The wrists should not bend in, out, up, or down, but should maintain a straight line from the top of the forearm across the back of the hand. Do not rest the wrists on the sharp edge of the work station surface while keying.

3. Monitor Distance and Height Adjustment:
Sitting in the keying position, set the distance to the monitor screen at arm’s length (this can vary depending on the user’s visual acuity). The height of the monitor should be where the eyes look naturally at the top 1/3 of the screen when the head is held level. If the user wears bi or trifocals, the monitor will usually be positioned at a lower level so the user does not have to tilt the head up to view the screen.

If you are still in need of an ergonomics evaluation, fill out this REM form.