## Supervisors' Guide

# Purdue University's Center for Healthy Living Mammography Screening Event

In an effort to increase mammogram screening rates, along with awareness, we are offering a program through Franciscan Health Lafayette Breast Center to reduce any barriers to obtaining a preventive mammography screening. Mammogram screenings are an important, preventive screening and Purdue University wants to ensure its benefits-eligible employees have an opportunity to have these screenings done.

Purdue's screening rates for mammograms have increased from 39 percent in 2014 to 72 percent in 2022 and 2023 and 75 percent in 2024. Aside from 2020, screening rates have increased year after year since the start of the annual mammogram screening campaign. Purdue strives to be best in class in all areas, and our population health benchmark for mammograms is a best-in-class percentage of 85 percent.

## Who is eligible for mammography screenings?

Benefits-eligible employees at the West Lafayette campus and their covered spouses are eligible to register with priority given to those who have not had a screening within the past two years or more. Note: The screening campaign is only available to females (employees and/or covered spouses).

## What does the screening event offer eligible employees?

- Employees will be provided up to 90 minutes of paid release time with supervisor approval to allowfor travel to Franciscan Health Lafayette Breast Center, complete screening and return to Purdue.
- The employee does not need to make up the paid release time.
- The mammography screening will be provided at no charge to the employee as preventivemammography screenings are covered at 100 percent on any health plan.

## How does an employee participate?

The employee will complete the following steps:

- Talk with the supervisor to discuss acceptable times to be away from the workplace and anyappointment times the employee should avoid.
- Call Franciscan Health Lafayette Breast Center at 877-233-2774 to register for a screening dayand time by June 13. Callers will be asked for location of exam (Lafayette) and type of exam(Screening Mammogram). Phone lines to register are open 8 a.m. to 5 p.m. Monday throughFriday.
- Go to the appointment.
- Record the time away on the time sheet as "Other leave with Pay."

Release time for this event is a privilege and is not a guaranteed benefit.

Employees who abuse the privilege to participate may have the privilege revoked or will be subject to disciplinary action up to and including termination.

# Where do employees go for the screening?

Mammography screenings are being completed at Franciscan Health Lafayette Breast Center located at 1701 S. Creasy Lane, Cancer Center Suite 200, Lafayette.

Registered employees will provide their own transportation to their screening appointment; those who utilize university vehicles as their main means of transportation are included and able to drive to and from the screening.

## When can the employee go?

Mammography screenings are the following days and times:

- Wednesday, June 18: 7:30 a.m. to 5:15 p.m.
- Thursday, June 19: 7:30 a.m. to 5:15 p.m.
- Friday, June 20: 7:30 a.m. to 4:30 p.m.
- Saturday, June 21: 7:30 a.m. to 3:30 p.m.

## How should our department prepare?

Departments are encouraged to establish protocol for submitting, considering and approving participation in a manner that best fits their business needs. Participation in Purdue University's mammography screenings event should not negatively impact attendance or an employee's performance of job responsibilities.

HR Business Partners are available to answer questions and to help you establish procedures that will work efficiently in your area.

## Does the employee have to provide proof of attending the mammography screening?

When talking with their supervisor, employees should ask whether they need to provide proof of attendance. If their supervisor requires proof, the employee can request a note at the appointment. HIPAA laws cover the screening, so the note will only confirm attendance and will not include any personal health details.

#### Questions?

Please contact Human Resources at 765-494-2222 or <a href="mailto:hr@purdue.edu">hr@purdue.edu</a>.