WELLNESS & WORK-LIFE RESOURCES

BE YOUR BEST – AT HOME AND AT WORK

Karen Kille
Sr. Worklife Consultant
Division of Human Resources
WORK-LIFE AND WELLNESS HR STAFF

Chris Hyson, Sr. Health and Wellness Specialist  
chyson@upenn.edu  
215-898-4530

Karen Kille, Sr. Work-life Consultant  
karener@upenn.edu  
215-898-7729

Soncerae Lewis, Administrative Assistant  
sonlewis@upenn.edu  
215-573-2471

General email inbox: worklife@hr.upenn.edu

Website: https://www.hr.upenn.edu/PennHR/wellness-worklife
PHYSICAL WELLNESS
Participate in Be in the Know

- Penn’s wellness campaign for benefits-eligible faculty and staff.
  - Participation is voluntary and completely confidential.
- Year-round campaign: September 1, 2018 – August 31, 2019.
  - New campaign information will be available soon!
- “3 Steps to Success” model.
- Earn up to $300 this year (less applicable payroll taxes):
  - Paycheck
  - Penn Recreation credit
**3 Steps to Success!**

**Step 1: Biometric Screening**
- Upcoming campaign: October 9 – November 30.
- Option to submit results from your physician, using a Biometric Screening Consent Form.

**Step 2: StayWell’s Online Health Assessment**
- Brief online health questionnaire, available on or after October 8 at: [https://penn.staywell.com](https://penn.staywell.com).

- **Steps 1 + 2 = $100 “Core Actions” incentive!**

**Step 3: Qualifying Bonus Actions**
- Variety of health-related action steps to enhance your overall wellbeing.

- **Step 3 = Up to an additional $200 in “Bonus Actions” incentives, plus special gift as a VIP!**

Visit [https://www.hr.upenn.edu/beinthecknow](https://www.hr.upenn.edu/beinthecknow) for complete campaign details.
StayWell Wellness Portal:

- Offers useful information and resources, including a health library, programs, and learning tools.
- Houses all *Be in the Know* information and the online health assessment.
- [https://penn.staywell.com](https://penn.staywell.com).
INCREASE QUALITY COMMUNICATION AND MANAGE TECHNOLOGY
• Surround yourself with healthy and supportive relationships
• Take notice of who feeds energy and who drains it; set boundaries with drainers
• Spend 15 minutes a day talking with a child, friend, neighbor or parent
• Take 10-15 minutes a day to talk with your partner about something other than to-do items
• Take 10 minutes a day to talk with a co-worker about a topic not related to work
• Monitor phone “pick ups” and time spent on social media, email, and texting
• Embrace your commute, look at it as an opportunity for “me” time
• Turn off all devices an hour before bedtime

Source: http://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday
WORK-LIFE EFFECTIVENESS

• Protect your calendar for a catch up day after a busy time
• Write down 3 things you hope to accomplish in a day; reserve time on your calendar
• Celebrate successes—take a victory lap!
• If you work in the evening or on weekends, schedule emails for delivery during typical business hours
• Work on challenging tasks when your energy is high
• Enroll in a Learning and Education professional development course
• Attend Penn events and activities
• Register for and use a work-life program such as backup care, Care@Work, Legal and Financial Consultations, and Employee Assistance Program (EAP)
• Consider proposing a Flexible Work Option

Source: http://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday
WORK-LIFE AND WELLNESS
FREE EVENTS AND WORKSHOPS

Ongoing Workshops
• Parenting
• Caregiving
• Financial Wellness
• Wellbeing Topics
• Guided Meditation
• Chair Yoga
• Group Fitness Classes
• Gentle Yoga

Mindfulness
• 4-Session Positive Momentum Mindfulness Course
  Spring 2019
  (30 BITK points)
• 8-Session Mindfulness in the Workplace Course
  Spring 2019
  (60 BITK points)

Register for events (and earn 10 Be in the Know Bonus Action points for workshops and walks):
https://www.hr.upenn.edu/about-hr/events-calendar
Penn's Employee Assistance Program provides faculty, staff, and their immediate family members with free, confidential, counseling and referral services for personal and professional life issues.

EAP is available 24 hours a day, 7 days a week.

Contact EAP directly at 1-866-799-2329

www.hr.upenn.edu/eap
EMPLOYEE ASSISTANCE PROGRAM
FINANCIAL AND LEGAL RESOURCES

Finances
30 minutes of over-the-phone access to financial guidance about everything from managing current debt to making decisions about future purchases.

Legal Advice
Convenient access to qualified legal professionals on the phone. 30 minutes of free legal consultation over the phone; the number of initial consultations on each new legal topic per year is unlimited. You can also get referrals to local attorneys.

Call 1-866-799-2329.
CARE.COM MEMBERSHIP

• Free, unlimited access to the largest online community for care.
• Self-directed Search: Penn.care.com
• Call Care.com at 855-781-1303 ext. 4 for professional guidance with your search.

Employees enjoy all the privileges that come with Premium Membership.

• Convenient digital platform, available anytime, anywhere
• Child, senior, pet, home—all care in one place
• Network of 11.8 million global caregivers
• Available in more than 20 countries including US, Canada, Great Britain, Western Europe, Australia, and New Zealand
Hanna is out on maternity leave and making plans to return to work. She needs a full-time nanny to watch her newborn daughter and 3 year old son. She signs in to her employer subsidized Care.com account to get started.

- Hanna posts a job to our caregiver community
- Contacts potential caregiver matches
- Visits safety center, reviews background check options.
- Searches caregiver profiles on her own
- Reviews options, schedules interviews
- Auto payments are set up via app and she's done
Let Care Specialists take the stress out of finding child, pet, and home care.

- Personalized needs assessment
- Team prescreens caregivers and conducts phone interviews
- Saves employees valuable time
- Exclusive to Care@Work
- Options available in 19 countries including in the United States, Canada, Western Europe, Australia and New Zealand
Mary knows she needs help with after school pick up, meal prep, and driving the kids to practice. She’s overwhelmed by the idea of searching, finding, and screening caregivers on her own and decides to get help. She calls the Care Specialists at Expert Assistance to get started.

Mary discusses her needs and preferred caregiver type

Care Specialist presents candidates for review

She selects a caregiver

Team conducts needs-based search and initial screening

Mary interviews 2 of the screened candidates

Care Specialist helps purchase background checks and finalize hiring process
Backup Care

- Subsidized, vetted care for children and adults when it’s needed most.
- To register, call 1-855-781-1303 or go online to penn.care.com.

Help alleviate stress and absenteeism with in-home care for children and adults as well as in-center child care. Network includes:

- 4,400 licensed child care centers worldwide
- 2,000 vetted in-home caregivers worldwide
- Partner agencies for adult care
- Personalized, needs-based matching
- Available in the United States, Canada, Great Britain, Ireland and Germany
Rob is having surgery on his knee. As he recovers at home, he knows he’ll need help managing basic household chores. He calls a dedicated Backup Care Specialist to get started.

Backup Care How it Works

- Provides dates, times, and location to the Specialist
- Specialist reviews, confirms, and submits request
- Discusses specific needs and preferences for care
- Backup Care Specialist contacts him with chosen, vetted caregiver
- Rob receives confirmation email with details and link to caregiver profile
• One-on-one guidance and dedicated support from Masters-level Social Workers.
• Call 855-781-1303 ext. 3, go to 
  penn.care.com or email 
  seniorcareplanningteam@care.com.

Personalized planning for the health and welfare of adult and senior loved ones at every stage.

• One dedicated advisor available to extended family
• Advisors work with senior care providers nationally to identify, vet, and match provider options to each family’s needs while coordinating a plan of care
• Employee, family, and Advisor have call to review recommendation and consultation summary
• On-going guidance and follow-up from Advisor
• Employees can get help with self care, dementia care, end of life care, communicating with healthcare staff, relocating a family member and more.
Q&A