



hr.osu.edu/resources

# Resources

work • life • health

EXCELLENCE ► EMINENCE

## Performance Objectives: Coaching Sessions



Photo courtesy of Ohio State Athletics

Coaching is an ongoing process in which you regularly receive feedback about your work from peers and leaders. This feedback focuses on what you are doing well, and identifies ways you can be more effective. While it should ultimately help you achieve your goals/objectives by increasing your results, it also helps keep you on track by offering a way to check in, monitor

progress against goals, and adjust work, if appropriate.

As part of the performance management process, employees and supervisors are required to engage in two coaching sessions per year. These coaching sessions are designed to serve as a checkpoint to see how you are progressing toward your performance objectives, and identify what support you need to achieve your goals. It's also an opportunity to make changes to your goals if your responsibilities or the focus of the team have changed. This conversation positions you for success, and ensures there are no surprises at your annual review.

Some questions covered in a coaching session include:

- Am I on track to meet my objectives? If not, how can I get there?
- Are there barriers that are preventing me from meeting my objectives/goals?
- If my job has changed, are my objectives still relevant, or do they need to be revised to reflect my new responsibilities?
- What support/resources/training do I need to achieve my objectives?
- What feedback do I want to give my manager about his/her coaching?
- Are there additional tasks or responsibilities I would like to learn?

While they are part of the performance management process, coaching sessions don't have to be formal, and don't require extensive documentation. They can occur during regular update meetings, rather than scheduling a separate meeting. The coaching sessions should be noted on the performance plan to serve as a reminder that these conversations have taken place.

It's important to seek out and offer coaching and feedback on a regular basis, from peers as well as your supervisor. Tracking and being mindful about these conversations ensures you receive general feedback, as well as feedback specific to your performance objectives.

For more information about our values-based Performance Management tools, review Performance Management Policy 5.25 on the Office of Human Resources web site at [go.osu.edu/525](http://go.osu.edu/525), as well as the Performance and Feedback Guide, Personalized Performance Plan Job Aid, and Personalized Performance Plan. For more information, resources, and tools, contact your Employee/Labor Relations consultants. You can find your assigned consultant by visiting [go.osu.edu/erc](http://go.osu.edu/erc) or calling (614) 292-2800.

[osu.edu/eminence](http://osu.edu/eminence)

### YOUR PLAN FOR HEALTH

## Make the Most of Your Plan for Health in 2011

- **Have you locked in your 2011 medical plan premium reductions?** If you didn't complete your 2010 Personal Health Assessment (PHA) by the end of the year, you can still complete it to receive a prorated medical plan premium reduction of \$30/monthly pay or \$13.84/biweekly pay.
- **Track your healthful behaviors for an additional \$125 incentive!** After PHA completion, log in at [YourPlanForHealth.com](http://YourPlanForHealth.com) and click on "Incentive Program." Track your healthful behaviors through the *YP4H Faculty and Staff Incentive Program* to earn up to \$125 in your paycheck!
- **It's back ... don't miss out on the 2011 Spouse/Same-Sex Domestic Partner Incentive!** Spouses and same-sex domestic partners (SSDPs)

enrolled in a university medical plan who complete a PHA by November 30, 2011, can receive the 2011 incentive of a \$100 Visa® debit card. Cards automatically ship 15-20 business days upon PHA completion. Remember, spouses/SSDPs must log in under their own account — PHAs completed while logged in as the faculty/staff member will not be recognized by the system for incentive eligibility. **Note:** Faculty and staff are not eligible for this incentive, but may participate in the *YP4H Incentive Program* to earn up to \$125.

### Reminders

- The *YP4H* biometric health screening and PHA are two separate activities. After you obtain your biometric values, you'll also need to complete your 2011 PHA to receive the medical plan premium reduction.
- Completing your PHA is an annual event.
- Faculty and staff may use the biometric health values they receive during their annual physical (in lieu of a campus biometric health screening) to complete their PHA.
- Paper PHAs can be obtained by calling the Office of Human Resources at 1-800-678-6010.
- Log in at [YourPlanForHealth.com](http://YourPlanForHealth.com) to schedule a biometric health screening and to complete your 2011 PHA.

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#### Save the Date!

## Take a Child to Work Day

Thursday, April 28  
Information online at [go.osu.edu/ctw](http://go.osu.edu/ctw).

[YourPlanForHealth.com](http://YourPlanForHealth.com)



## If your goal is to stop smoking...

Here are some tips to help you break the tobacco habit:

- Start by considering how ready you are to quit.
- Using one or more stop-smoking treatments may increase the long-term chances of quitting successfully.
- You can teach yourself not to smoke — with a lot of practice.
- Getting support from family, friends, coworkers, and health care providers makes quitting easier.

### University Smoking Cessation Resources

Smoking cessation services are covered through university medical plans. You will pay the applicable out-of-pocket expenses based on the service received. Network restrictions apply for network plans. Over-the-counter nicotine supplements (patches, gums, and lozenges), when used in conjunction with an approved tobacco cessation program, are available but require that you pay for them and submit a Tobacco Cessation Claim Form for a refund.

Visit [YourPlanForHealth.com](http://YourPlanForHealth.com) and click on "Living Healthy" for information on resources to help you meet your health goals.

## Is Getting Healthy on Your New Year's Resolutions List?

If you've made a New Year's resolution to improve your health this year, there are many university resources that can help you stay on track for achieving your goals.

### Setting S.M.A.R.T. goals

Many experts on lifestyle improvement recommend that you follow the "S.M.A.R.T." guidelines when you set goals. This means your goals should be:

- **Specific:** Describe exactly what you want to achieve.
- **Measurable:** Track your progress to know how close you are to your goals.
- **Action-oriented:** Describe your goals using step-by-step "action" words.
- **Realistic:** Make sure you want to and *can* accomplish your goals.
- **Timed:** Set both a start date and an end date for every goal you set.

**Q** I stopped smoking four years ago and I do feel better. My question is this: I heard once you stop smoking your lungs will heal themselves. Is this true? If so, how long does it take to go back to normal?

**A** First, congratulations on overcoming the toughest addiction in the world. There is probably no other single step you could have taken to better extend your years of healthy living. As to healing, this of course depends on how much damage has already been done.

Lungs clearly heal with stopping but once the lungs are injured and scarred to a certain point, they can only recover so much. If you feel more short of breath than you think you ought to, your doctor can order some simple tests of lung function to find out how you're doing or if you have chronic bronchitis or emphysema (COPD).

Lung cancer is the biggest killer of smokers, and smokers are almost 10 times more likely to die of lung cancer than folks who've never smoked. After quitting smoking that risk level falls over the next decade or so to about five times that of never smokers; however, it never gets back to normal.

Rob Crane, MD, Department of Family Medicine, The Ohio State University  
[netwellness.org](http://netwellness.org)

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## EXCELLENCE ► EMINENCE

### Faculty



### Staff



### Surveys



### The 2011 Faculty and Staff Surveys Are Coming...

Professional development...leaders and colleagues...work load...respect for diversity...flex time...health benefits...job satisfaction...

### What do you have to say about working at Ohio State?

Send us your feedback through the 2011 Faculty and Staff Surveys. Your responses will help us continue creating a positive culture and high-performing work environment.

Watch your e-mail January 25 for your opportunity to share feedback about working at Ohio State.



Excellence to Eminence.  
We are The Ohio State University.



## Early Literacy

by Amy Brandon  
Child Care Program

Many people believe that children learn to read and write in kindergarten or first grade, but the foundation for literacy skills is laid far before formal school begins. Children begin to develop competency in language and literacy

through interactions and experiences with the adults around them from birth.

The terms “early literacy” and “emergent literacy” refer to what children learn and know about communication, language (verbal and nonverbal), reading, and writing before they can actually read and write. It encompasses all the experiences children have with conversation, stories (oral and written), books, and print. A focus on early literacy does not advocate for formal instruction in reading. Pushing infants and toddlers to achieve adult models of literacy (i.e., the actual reading and writing of words) is not developmentally appropriate. Instead, early literacy practices emphasize the more natural unfolding of skills through the enjoyment of books, the importance of positive interactions between young children and adults, and the critical role of literacy-rich experiences.

**Early literacy recognizes that language, reading, and writing evolve from a number of earlier skills and behaviors learned through interactions with books and stories such as:**

- **how to pay attention to and interact with pictures in books, demonstrated by gazing or laughing at pictures;**
- **recognition of and a beginning understanding of pictures in books, demonstrated by pointing to pictures of familiar objects;**
- **an understanding of pictures and events in a book, demonstrated by imitating an action seen in a picture or talking about the events in a story;**
- **verbal interactions with books and an increasing understanding of print in books, demonstrated by babbling in imitation of reading or running fingers along printed words.**

Selecting books that are developmentally appropriate is key. The best books for infants are simple storybooks, nursery rhymes, poems, wordless picture books, and cloth and board books. Young infants will enjoy picture books made of cloth or cardboard that include pictures of things they know. They like eye-catching colors such as red, blue, or yellow, and pictures with high contrast, like simple black and white drawings.

From about 15 months to 18 months, you can start to read simple stories with plots. Books that children can take part in, like *Pat the Bunny*, delight older infants. Books that introduce ideas like up/down, in/out, big/little, and over/under are good as well.

Toddlers like books with things to touch, move, and play with — pop-up, lift-the-flap, and texture books. They begin to follow along with simple, short story lines about familiar topics, like babies or animals. Toddlers like books with repetition, rhymes, and silly language and situations. Sturdier books are best when being used independently by toddlers as they learn to recognize how to handle books correctly and turn pages.

Preschoolers like to play with sounds, act out stories, share their own observations, and pretend to read to others. Select books about things or activities that are familiar to them (a trip to the zoo, a birthday party, etc.). Picture vocabulary books and alphabet books support their increasing ability to recognize letters and basic words. Funny books with riddles or jokes and simple factual books about topics of interest like trucks, dinosaurs, or animals capture interest.



[earlyliterature.ecsd.net](http://earlyliterature.ecsd.net)

## 2011 Contribution Limits for 403(b) and 457 Plans

The 2011 contribution limits for the 403(b) and 457 plans have been set by the IRS to remain the same at \$16,500. If you are over age 50, check with your SRA provider to see if you qualify to contribute above the contribution limit with a “catch-up” provision.

To make changes to your SRA contribution amount or provider (you may do so once per quarter):

- Complete a Supplemental Retirement Account Salary Reduction Agreement (SRA) form available at [hr.osu.edu/forms/#retirement](http://hr.osu.edu/forms/#retirement).
- Contact your SRA provider for authorization and have him/her sign the SRA form.
- Submit the form to the Office of Human Resources.

If you would like to enroll in an SRA, you may do so at any time during eligible employment.

The university does not make contributions to your SRA account, but federal and state taxes will be deferred until your account is distributed to you or a beneficiary.

### To enroll in an SRA, follow these steps:

- Choose an SRA provider. A complete listing of providers is available online at [go.osu.edu/sra](http://go.osu.edu/sra).
- Contact your chosen SRA provider and activate your account.
- Complete a Supplemental Retirement Account Salary Reduction Agreement (SRA), available at

### Minimum employee contribution amount:

457 plan:	\$15 per pay—biweekly or \$30 per pay—monthly
403(b) plan:	\$7 per pay—biweekly or \$15 per pay—monthly

[hr.osu.edu/forms/#retirement](http://hr.osu.edu/forms/#retirement) and have the provider sign the SRA form.

- Contributions will begin on the pay date you designate on the SRA form or the next pay after receipt in the Office of Human Resources (OHR).

[hr.osu.edu/benefits/rb\\_sra](http://hr.osu.edu/benefits/rb_sra)

## Hit the Road with the Buckeyes Participants Across the State Walked

Congratulations to the 4,739 faculty and staff across Ohio who walked 1,658,883 miles through *Your Plan for Health's* third annual *Hit the Road with the Buckeyes* challenge! The 1,020 teams spanned across all six campuses (Columbus, Lima, Mansfield, Marion, Newark, and Wooster) and County Extension offices.

Teams of up to five were encouraged to “walk” the on-the-road distance to the Big Ten away football games with the Buckeyes.

### University Leadership Led Approximately 1,500 Faculty and Staff for a Lap Around Ohio Stadium

The 2010 Hit the Road with the Buckeyes challenge kicked off September 29 with the “Take a Lap Around the Stadium” event. President E. Gordon Gee, Larry Lewellen, Scott Streater, and Dr. Steven Gabbe shared opening remarks on the field in front of the south stands. Then, Gee, Lewellen, Streater, Gabbe, and Dr. Catherine Lucey led the attendees on a walk around the stadium, followed by raffle prize drawings, the Buckeye Brass Band playing OSU-inspired music, and Ohio State cheerleaders and Brutus Buckeye generating Buckeye spirit.

# 1.6 Million Miles!

### 2010 Results:

- 281 teams made it to the National Championship, tracking at least 2,116 miles (about 7 miles/day/person).
- 231 teams “walked” the 1,569 miles to the Conference Championship (about 5.2 miles/day/person).
- 345 teams “walked” the 803 miles to the Top 25 Ranking achievement tier (about 2.7 miles/day/person).
- 88 teams “walked” the 297 miles to the Bowl Eligible tier (about 1 mile/day/person).





# Payroll

## Register for Online W-2 by January 11

Faculty, staff, and student employees who have not previously enrolled to receive their 2010 W-2 Wage and Tax Statement information online can still do so. The deadline for registering at [paperlesspay.talx.com/osu](http://paperlesspay.talx.com/osu) is January 11. Anyone who previously registered to receive W-2 information online does not need to do so again.

Once an employee is registered, a notification will be sent via e-mail when the W-2 becomes available, along with instructions for its retrieval. Any online registration made on or after January 11, 2011, will be for the 2011 tax year.

Here are some helpful items regarding online W-2 statements:

- Employees who are registered to receive their 2010 W-2 information online will have the information posted on a secure web site in **late** January, well before other Ohio State employees would normally receive it in the mail.
- The online W-2 information will be available in the e-payroll portal at [paperlesspay.talx.com/osu](http://paperlesspay.talx.com/osu), the same location as your online payroll advice.
- The online W-2 data can be imported into various tax preparation software or printed for the direct filing of your returns.

For additional information, contact the Payroll Tax Office at (614) 292-2521 or [taxoffice@osu.edu](mailto:taxoffice@osu.edu).

## Correct Address for Mailed W-2 Statements

Faculty, staff, and student employees who will have their W-2 wage and tax statements mailed to them should verify the mailing address listed on their December 2010 Payroll Statement of Earnings. If changes are needed to your mailing address, update this information with your department human resources contact. The deadline for making address changes is Friday, January 7. For additional information, contact Payroll Services at (614) 292-2311 or [w2@osu.edu](mailto:w2@osu.edu).

## Tax Treaty Renewals for 2011

Nonresident aliens working under a tax treaty with their country must annually renew their tax information with the university. In November 2010, Payroll Services electronically sent reminder notices to affected nonresident aliens.

Affected faculty, staff, and student employees need to complete the renewal process in Glacier, the nonresident alien tax compliance system, and submit the treaty exemption form to Payroll Services as soon as possible in order for the tax changes to appear in their pay.

For additional information, review the Payroll Tax Office web site at [go.osu.edu/pr2](http://go.osu.edu/pr2), call (614) 292-2521, or e-mail [glacier@osu.edu](mailto:glacier@osu.edu).

## Glacier Enrollment for Non-U.S. Citizens and/or Non-U.S. Permanent Resident Aliens

Glacier is a web-based computer program that helps Ohio State remain compliant with IRS regulations regarding taxation and reporting of foreign nationals who are paid by the university.

The program provides a “beginning to end” tax compliance solution by collecting all necessary and relevant information for foreign nationals working for Ohio State.

All foreign national residents who have not received Glacier enrollment information should contact the Office of Controller/ Payroll Tax at [taxoffice@osu.edu](mailto:taxoffice@osu.edu) or (614) 292-2521. Additional information about Glacier can be found at [go.osu.edu/pr2](http://go.osu.edu/pr2).

[go.osu.edu/pr1](http://go.osu.edu/pr1)

## 2010 Flexible Spending Accounts Reminders

Do you have any money left in your Flexible Spending Account from the 2010 plan year?

Your Health Care and/or Dependent Care Flexible Spending Accounts (FSA) have an added feature that allows for an extension of the claim period for reimbursement. This incurred plan year provides employees with two extra months after the end of the plan year to incur expenses against any remaining balance of the previous year.

### IMPORTANT CHANGE AFFECTING THE 2010 EXTENDED INCURRED EXPENSE PERIOD AND THE 2011 PLAN YEAR:

Due to changes in federal law, over-the-counter (OTC) medications or supplies are no longer eligible for reimbursement through a Health Care Flexible Spending Account without a prescription. A prescription will be required for all OTC medications and supplies purchased on or after January 1, 2011. These expenses will not be reimbursable during the claims grace period to use up 2010 funds unless a prescription is attached. However, OTC medications and supplies purchased before January 1, 2011, may be reimbursed without a prescription.

If you have unused 2010 FSA dollars for the plan year that ended on December 31, 2010, you can reimburse yourself for

eligible expenses that were incurred between January 1–December 31, 2010, plus an extended claim period of January 1–February 28, 2011. However, if there is a remaining balance of funds for 2010 and the claim is incurred after February 28, 2011, you cannot be reimbursed by 2010 funds, and the remaining 2010 funds must be forfeited. You can verify your 2010 account balance via “FSA Online” at [go.osu.edu/flex](http://go.osu.edu/flex).

The incurred plan year does not change the claims submission deadline.

**You must submit your claims from the 2010 plan year and the two-month extended incurred expense period to the Office of Human Resources by March 31, 2011. Any funds remaining in a 2010 Flexible Spending Account after March 31, 2011, will be forfeited per federal regulations.**

To see your FSA claim history and payment information, visit “FSA Online” at [go.osu.edu/flex](http://go.osu.edu/flex). This secure web site has all your FSA information for the current plan year as well as your prior year’s FSA history. You will also be able to access a comprehensive listing of all eligible and ineligible health care expenses.

[go.osu.edu/flex](http://go.osu.edu/flex)

### Important 2010 FSA Plan Year Dates

<b>Plan year</b>	<b>January 1 – December 31, 2010</b> The period when your pre-tax payroll contributions were made during the plan year, which is a 12-month period.
<b>Incurred date window (including grace period)</b>	<b>January 1, 2010 – February 28, 2011</b> You may use the funds in your FSA for incurred eligible expenses during the plan year and the grace period (January 1, 2011 – February 28, 2011). The plan year plus the grace period is a 14-month period.
<b>Incurred date window for OTC medications and supplies without a prescription</b>	<b>January 1 – December 31, 2010</b> You may use the funds in your HC-FSA for eligible OTC expenses incurred during the 2010 plan year (January 1, 2010 – December 31, 2010), which is a 12-month period. OTC expenses incurred after December 31, 2010, must have a prescription to be reimbursed.
<b>Reimbursement period</b>	<b>January 1, 2010 – March 31, 2011</b> You may request reimbursement for eligible expenses during the reimbursement period, which is a 15-month period.
<b>Reimbursement filing deadline</b>	<b>March 31, 2011</b> All requests for reimbursement must be received by the university no later than March 31, 2011, or you will forfeit the unclaimed balance in your FSA.

## Need care fast? Visit The Ohio State University Medical Center FastCare

The OSU Medical Center has opened two FastCare clinics located in the Market District Giant Eagle in Upper Arlington and the Giant Eagle in Gahanna.

The clinics provide fast, convenient care for common illnesses such as colds, strep throat, and sinus infections, as well as a full list of services (see below). The clinics provide access to medical care, with no appointment, as well as providing evening and weekend hours (hours listed at right).

Visits are \$59, and, when applicable, your insurance can be billed. If you are insured through Ohio State, your copay will be just \$20. Medical information from your visit will be posted to your private electronic medical records with OSUMC.

### Lab Services

Monospots • Pregnancy test • Rapid flu • Rapid strep • Urinalysis

### Treatments

Allergies (6 years and older) • Athlete's foot • Bladder infections (females, 12 years and older)

Cold and flu symptoms • Cold sores • Ear infections • Impetigo • Insect bites • Laryngitis

Minor burns and rashes • Minor sunburn • Mononucleosis • Pharyngitis

Poison ivy (3 years and older) • Ringworm • Sinus infections (5 years and older)

Sore throat • Swimmer's ear • Upper respiratory infections

Immunizations and screenings also available.

Patients must be 18 months or older.

### Hours

Mon-Fri.	8:30 a.m.–8:30 p.m.
Saturday	9 a.m.–6:30 p.m.
Sunday	10 a.m.–4:30 p.m.

Open all holidays, except Christmas and Easter

### Locations

Inside the Market District Giant Eagle  
3061 Kingsdale Center  
Columbus, OH 43221

Inside the Gahanna Giant Eagle  
1250 North Hamilton Rd.  
Columbus, OH 43230



Start saving even more money by using Express Scripts home delivery!

## Faculty and Staff Pharmacy Savings



EXPRESS SCRIPTS®

You may be familiar with your local retail pharmacy's advertising generic medications for only \$4 a month. Now we have good news for those who use home delivery! Beginning January 2011, Express Scripts, Ohio State's pharmacy benefit manager, will begin offering a low-cost generic list<sup>1</sup> of medications delivered to your door.

### What does this mean for you?

- If your generic maintenance medication is on the Express Scripts low-cost generic list found at [go.osu.edu/rx1](http://go.osu.edu/rx1), you will receive a 90-day supply for only \$10.
- This is a savings from the standard generic copayment.

### What if my specific medication is not on the list?

- You may be taking a medication that has an alternative on the list — check with your doctor.

### What if I am not using home delivery but want to start now?

- Let Express Scripts do the work for you! Call 1-866-727-5867 and ask to start the process.
- Express Scripts will call your doctor to get a new prescription for home delivery. When you call, please have these items nearby:
  1. Your ID number (found on the front of your member ID card)
  2. Your doctor's name and phone number
  3. Your current medications or medicine containers

- Prefer to do it yourself?
  1. Visit [StartHomeDelivery.com](http://StartHomeDelivery.com).
  2. Mail your prescriptions. Complete the home delivery form found online at [go.osu.edu/rxdeliver](http://go.osu.edu/rxdeliver). Include a new prescription and copayment and mail it to Express Scripts. Be sure to ask your doctor for a 90-day prescription (with up to one year of refills, if appropriate).

Please have a 30-day supply of your medication(s) on hand when you first order your prescriptions through home delivery from the Express Scripts pharmacy.

If you have questions about this enhancement to your home delivery benefit, contact Express Scripts at 1-866-727-5867.

<sup>1</sup> List subject to change



[go.osu.edu/rx1](http://go.osu.edu/rx1)

## Tread Carefully Out There

Following are some tips to help you stay safe this winter, courtesy of AAA, the Ohio Department of Transportation, and the Occupational Safety and Health Administration.

### Avoiding a fall:

- Wear sensible shoes. Rubber and neoprene composite shoes or boots provide traction on snow or ice.
- Use special care when entering or exiting vehicles. If necessary, use the vehicle for support.
- Remove snow and water from footwear when entering buildings to prevent slippery surfaces.

- Walk in designated walkways as much as possible. Taking shortcuts over snow piles and areas where snow and ice have not been removed can be dangerous.

### If you have no other choice but to take an icy, slippery path:

- Take short steps or shuffle for stability.
- Bend slightly and walk flat-footed with your center of gravity directly over the feet as much as possible.

### Vehicle safety:

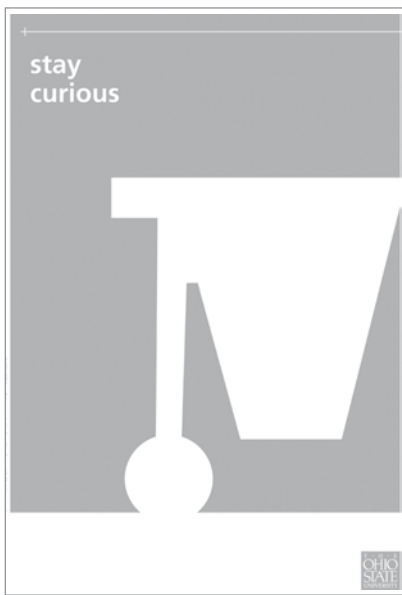
- Remember that bridges, ramps, and overpasses are likely to freeze first when weather turns

to sleet, freezing rain, or snow.

- Maintain control of your vehicle by not over-accelerating, over-braking, or over-steering — these will result in skidding. If your car begins to skid, simply ease off the accelerator and steer the car in the direction you would like to go.
- Brake early, brake slowly, brake correctly. NEVER slam on the brakes. If you have an anti-lock brake system (ABS), apply steady pressure to the brake and hold it. If you don't have ABS, gently pump the brake pedal more rapidly as the car begins to slow down.



## Culture Shaping and Life Effectiveness (two-day commitment)



At Ohio State, President Gee is committed to creating "One University," with an emphasis on a high-performance culture. In this two-day interactive retreat, participants actively engage in exercises, reflection, and dialogue to learn how they can play a role in building the desired

culture, as well as strategies for increasing their individual effectiveness. It is designed for any faculty or staff member who is not scheduled to attend a retreat with his/her department or unit. Registration requires a commitment to attend both consecutive days of the retreat. Coffee is provided in the morning; lunch is on your own.

A list of two-day sessions is available online.

[osu.edu/eminence](http://osu.edu/eminence)

## Winter Quarter 2011 Calendar

### Workshops and Training

A description of upcoming workshops and online registration is available at [go.osu.edu/hrtraining](http://go.osu.edu/hrtraining). Individuals with disabilities who need accommodations should call two weeks before the scheduled workshop. If you have questions about any program, call (614) 292-2800.

**Thursday, February 10, 9–11 a.m.**

#### Paper and Bytes: Policies, Best Practices, and Resources for Managing Ohio State's Records

The Ohio State University, as a public institution, must comply with laws governing public records. Effective compliance can be achieved only in an environment of proper records retention and management. Participants in this workshop will become more knowledgeable about university policies, legal requirements, and best practices concerning the retention, management, and disposition of records in their care. Those attending will leave with the answers to questions such as: "Is this a record?" "How long should I keep it?" "Does Archives want it?" "How do I destroy it?" and "Where can I find more information?"

**Tuesday, February 15, 11:30 a.m.–1 p.m.**

#### Family Violence and Relationship Abuse Awareness Training

This two-hour interactive presentation will allow participants to increase their knowledge about family violence and relationship abuse, improve their comfort level with intervening, and increase their knowledge about family violence resources available to them and their coworkers.

**Monday, March 14, 10–11:30 a.m.**

#### Introduction to Sexual Harassment 101

Sexual harassment is an issue that affects faculty, staff, and students each day. Workshop participants will review: definitions and problem behaviors; how to determine what behaviors may be harassment; what to do when harassment occurs; and responsibilities of instructors, supervisors, and leaders.

[go.osu.edu/hrtraining](http://go.osu.edu/hrtraining)

## Stationary Biometric Health Screening Sites for Winter Quarter 2011

Biometric health screenings are available at seven stationary locations Monday through Friday. To see the full schedule and to register, visit [YourPlanForHealth.com](http://YourPlanForHealth.com) and click on "Biometric Health Campus Screenings."



**660 Ackerman Road**  
Cube 3-74 (3rd floor)  
Tuesdays – Fridays  
8 a.m. – noon

**Wilce Student Health Center**  
1875 Millikin Road  
1st floor Pharmacy  
Mondays – Fridays  
8:20 a.m. – 12:20 p.m.

**Martha Morehouse Medical Pavilion**  
1st floor Annex Classrooms A & B – green rooms area  
2050 Kenny Road  
Tuesdays and Thursdays  
7:20 – 10 a.m.

**University Health Connection**  
100 Parks Hall  
500 W. 12th Ave.  
Tuesdays and Thursdays  
8:40 a.m. – 12:40 p.m.

**Doan Hall – 12th Ave. entrance**  
Ground floor (between building entrance and College of Dentistry Clinic entrance)  
Tuesdays, Thursdays, and Fridays  
8 a.m. – noon

**Doan Hall – 12th Ave. entrance**  
Ground floor (between College of Dentistry Clinic entrance and Wendy's)  
Mondays and Tuesdays  
8 a.m. – noon

**Gowdy Field-OSU Medical Center/Center for Women's Health**  
915 Olentangy River Road (Gowdy Field)  
Suite 2000 (Women's Health)  
Thursdays  
8 a.m. – noon

Mobile biometric screening sites are also available throughout winter quarter. Visit [YourPlanForHealth.com](http://YourPlanForHealth.com) for a list of mobile site locations and times.

[YourPlanForHealth.com](http://YourPlanForHealth.com)

## Manage Your Resources Subscription Online

You can now choose how you want to receive *Resources*. You have three options:

1. Receive only the **E-MAIL** version.
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You can make your choice at [hr.osu.edu/subscriptions](http://hr.osu.edu/subscriptions). You will need your name, # username and password. If you don't make a selection, you will continue to receive the print version.



## Veterans Lunch Series

Veterans lunches are held at the Faculty Club and are open to all faculty, staff, alumni, and students. To reserve a space, contact Mike Forrest at [forrest.73@osu.edu](mailto:forrest.73@osu.edu) or (614) 292-7047.

**Friday, January 21**

**Friday, February 18**

**Friday, March 18**

[hr.osu.edu/vet/events](http://hr.osu.edu/vet/events)

## Dependent Tuition Assistance

Application deadline for spring term 2011

**February 1**

For details:  
[go.osu.edu/tuition](http://go.osu.edu/tuition)



## Winter Quarter YP4H Educational Program Classes

Visit [osuhealthplan.com/educationalprogramming/YP4H](http://osuhealthplan.com/educationalprogramming/YP4H) or call (614) 292-1894 for more details and to register.



Your Plan for Health invites you to take advantage of educational programs that inspire healthful lifestyles and behavior change.

Building on the success of the former "Lunch and Learn" workshop series, this new generation of educational programming offers enhanced topics, a wider selection of workshop times, and a more experiential format.

Educational programs are open to benefits-eligible faculty and staff, free of charge unless otherwise noted, and can earn you points in the YP4H Incentive Program.

### Fitness/Exercise

Ag. Admin. Building, Auditorium  
2120 Fyffe Rd.  
5:30 – 6:30 p.m.

### Two-Minute Workout

**Mondays, January 3 – February 7 (no class January 17)**

Improve your endurance in this 55-minute strength-training class. Each exercise is repeated for up to two minutes to gain the desired effect of improved stamina. Exercise tubing and dumbbells are required. Abdominals and lower-back exercises will be included. Class is not aerobic.

### 10 Ways to Introduce More Movement in Your Life

**Wednesdays, January 5 – March 9 (no classes January 26 and February 23)**

Beckoning beginners: Improve your health and have fun doing it! This class is geared for those who know they should exercise but avoid it. We will find the joy in movement and keep things interesting with a blend of exercises, including relaxation, stretching, and some goal setting.

### Slow Yoga

**Mondays, February 14 – March 14**

In this 55-minute Hatha yoga class, Marla will lead you through yoga postures held long enough to relax into the stretch — 30 to 60 seconds. This activity combined with slow, long, deep breathing will leave you relaxed yet energized. Too often potential yoga participants have a false belief of "not being flexible enough to do yoga." Yoga is about flexibility of the mind...the body follows. Give yourself the chance to improve your flexibility — mentally and physically!

### Nutrition

#### Winter Soups and Stews – A Cooking Demo

**Tuesday, February 15**

**700 Ackerman Rd., Suite 440 (large conference room)**

**4:30 – 6 p.m.**

Learn to incorporate winter squashes, legumes, dark leafy greens, and whole grains into easy-to-prepare soups and stews to be ready for cold winter nights.

#### Healthy Snacks for Kids – A Cooking Demo

**Thursday, March 3**

**Research Foundation**

**1960 Kenny Rd.**

**Noon – 1 p.m.**

Jenny Anderson, RD, LD, will show how to prepare quick, tasty, and healthful snacks for kids and families who are on the go. Learn some great strategies to make snacking for sports, school days, and long weekends easier and healthier so that going through the drive-through is not an option.

### Stress

#### Preparing for Life Transitions

**Tuesday, January 25**

**8 – 9 a.m.**

**Webinar**

The only person who likes change is a wet baby. This statement probably represents the bulk of our experience of confronting the inevitability of change in our lives. However, there is a predictable "architecture" for weathering such transitions and ways we can help ourselves emerge at the end of the change cycle feeling renewed and invigorated. Come learn how to maneuver the tangle of processes we call change and transition.

#### An Introduction to Tai Chi

**Wednesday, February 2**

**215 Pomerene Hall**

**1760 Neil Ave.**

**Noon – 1 p.m.**

Have you ever been curious while watching groups of people practicing the slow movement exercises known as Tai Chi? Come learn more about the stress reduction benefits of this Chinese defense training martial art, and try it on for size.

#### Are You Sleeping? Insomnia Management for Sleepy Heads

**Tuesday, March 8**

**Noon – 1 p.m.**

**Webinar**

Insomnia is a very common malady that plagues millions of Americans on a nightly basis. This discussion will explore the lifestyle and pharmaceutical options available that can help you sleep like a baby. A therapist and pharmacist will be available to facilitate the discussion.

### Additional Classes

#### What's New with Allergy Treatment?

**Wednesday, January 19**

**115 Stillman Hall**

**1947 College Rd.**

**Noon – 1 p.m.**

Many of us are troubled by allergic reactions to foods and other environmental allergens that can make life miserable. What's new out there to help us with all this coughing and sneezing? Come find out.

#### Fibromyalgia

**Thursday, February 10**

**1080 Physics Research Bldg.**

**191 W. Woodruff Ave.**

**4 – 5 p.m.**

If you or someone you love suffers from the syndrome fibromyalgia, you may wish to join us for a discussion of the most recent thoughts about its diagnosis and treatment. While there is no cure to date for this medically unexplained condition, we will discuss how to manage symptoms to stay as healthy as possible.

[YourPlanForHealth.com](http://YourPlanForHealth.com)

## Program Helps Employees Earn GEDs



The Reach 1 program allows employees and their family members to attend basic classes to improve reading, writing, and math skills as well as work toward a GED (equivalency diploma). Instruction is individualized and self-paced. Classes are offered twice a week for 10-week periods. Participants may enroll at any time.

Watch future issues of *Resources* for more Reach 1 program success stories. For details about the program, contact Barbara Wookey at (614) 292-1238 or [bwookey@hr.osu.edu](mailto:bwookey@hr.osu.edu).

[hr.osu.edu/worklife/reach1](http://hr.osu.edu/worklife/reach1)

## 2011 University Calendar

Winter quarter classes begin	Monday, January 3
Martin Luther King Day	Monday, January 17
Winter quarter classes end	Friday, March 11
Spring quarter classes begin	Monday, March 28
Memorial Day	Monday, May 30
Spring quarter classes end	Friday, June 3
Summer quarter classes begin	Monday, June 20
Independence Day	Monday, July 4
Summer quarter classes end	Monday, August 22
Labor Day	Monday, September 5
Autumn quarter classes begin	Wednesday, September 21
Veteran's Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Columbus Day (observed)	Friday, November 25
Autumn quarter classes end	Friday, December 2
Christmas Day	Monday, December 26
President's Day (observed)	Tuesday, December 27
New Year's Day	Monday, January 2, 2012



## Special Events Winter Quarter 2011

For more information about any of these events and programs, contact Michele Bondurant at [bondurant.11@osu.edu](mailto:bondurant.11@osu.edu) or (614) 292-4341, or Sandy Wood at [wood.16@osu.edu](mailto:wood.16@osu.edu) or (614) 292-0641.

### Community Fund Raising

#### 2010 Bucks for Charity Drive — FINAL DAYS!

It's not too late to contribute to this year's Bucks for Charity Drive. Donor pledge cards and information about participating federations and their respective member agencies are still available through unit coordinators or the Office of Human Resources. Individuals may support preferred charities through one-time contributions (cash or check) or through payroll deduction pledges. All contributions are tax-deductible. Nonprofit federations participating in the Bucks for Charity campaign are: Community Health Charities of Ohio, Community Shares of Mid Ohio, EarthShare Ohio, the United Negro College Fund, United Way of Central Ohio, and United Way of Delaware, Fairfield, Licking, Pickaway, and Union counties. Read more about these federations and their affiliated agencies at [go.osu.edu/bfc](http://go.osu.edu/bfc).

#### Operation Feed — Save the Date

April 18 – May 20

Mark your calendars for the annual food drive supporting hundreds of food pantries and soup kitchens in central Ohio. Watch for more information forthcoming at [go.osu.edu/opfeed](http://go.osu.edu/opfeed).

### Awards, Grants, and Recognition Programs

#### Distinguished Diversity Enhancement Awards Program

Nomination deadline: January 10, 2011

The University Senate Committee on Diversity, in cooperation with the Office of Human Resources, will accept nominations for the 2011 Distinguished Diversity Enhancement Awards through January 10, 2011. This annual awards program is designed to recognize faculty, staff, students, alumni, academic and academic-support teams and units, and campus organizations that have demonstrated a significant commitment to enhancing diversity at Ohio State and in the community we serve. Recognized accomplishments must be activities above and beyond the nominee's regular role and responsibilities. Up to five Distinguished Diversity Enhancement Awards will be presented at a ceremony in May 2011. Each award recipient will receive a \$1,200 cash award and a plaque. For more information about this award program and the nomination process, go to [go.osu.edu/ddea](http://go.osu.edu/ddea).

### Distinguished Staff Awards Program

Nomination deadline: January 21, 2011

The Office of Human Resources will accept nominations for the 2011 Distinguished Staff Awards through January 21, 2011. Current staff members with at least five years of continuous service to the university may be nominated for these awards. Nominations must include the following:

- A completed nomination form
- A nominating statement that describes the accomplishments of the nominee
- 3 letters of recommendation

Twelve staff members will be honored for outstanding leadership and accomplishments in service to the university community, faculty, staff, students, and/or other customers at an awards luncheon ceremony in June 2011. Each award recipient will receive a trophy, a \$1,500 cash award, and a \$700 base salary increase. For more information about the Distinguished Staff Awards program, visit [go.osu.edu/dsa](http://go.osu.edu/dsa).

### 2011 Staff Career Development Grants Announced

The Office of Human Resources is pleased to announce the annual Staff Career Development Grant recipients. The complete list of this year's grant recipients can be found online at [go.osu.edu/scg](http://go.osu.edu/scg).

### University Events

#### Take a Child to Work Day — Save the Date

Thursday, April 28

The Ohio State University will once again participate in the event "Take a Child to Work Day" on Thursday, April 28. Look for a detailed schedule of activities in the spring quarter issue of *Resources*, OSUToday, and other campus-wide communications, and visit [go.osu.edu/ctw](http://go.osu.edu/ctw).

### Discounts for Faculty and Staff

Did you know that you receive discounts as a faculty or staff member? Visit [go.osu.edu/discounts](http://go.osu.edu/discounts) periodically to check out new discounts at local services and retail outlets.

[hr.osu.edu/special](http://hr.osu.edu/special)



### New Year's Resolutions

(continued from page 2)

#### If your goal is to lose weight...

Here are some tips to help you shed those extra pounds:

- Think of all the reasons you want to shed pounds.
- Learn the importance of weight loss and how to set goals you can reach.
- Focus on your food and eat mindfully.
- Losing weight is easier if you keep a team of supporters and learn to handle people who interfere with your progress.
- Go slow to win the race: Avoid "yo-yo" dieting.
- Make your weight-loss realistic by setting reasonable goals.



#### If your goal is to eat better food...

Here are some tips to help you understand the basics of nutrition:

- Eating a healthful diet isn't the same as dieting — eating healthfully shouldn't be hard.
- Eating an unwholesome diet can raise your risk of developing many diseases that are common today.
- Learn about ingredients in foods that can harm your body.
- Keeping a food log is a great way to achieve a healthful diet and maintain a healthful weight.

### University Resources to Help You Meet Your Goals

Refer to the Weight Management Program section of the Medical Plan Comparison Chart online at [go.osu.edu/medchart](http://go.osu.edu/medchart) for your specific medical plan's coverage.

The OSU Center for Wellness and Prevention offers a wide variety of services and specialties, including a fitness center and weight management programs. Call the center at (614) 293-2800 for details.

Five rec sports facilities are located conveniently throughout campus with a wide range of operating hours and amenities. Visit [recsports.osu.edu/facilities](http://recsports.osu.edu/facilities) for more information.

The Faculty Staff Fitness Program (FSFP) is offered exclusively to Ohio State faculty and staff. Visit [ehe.osu.edu/paes/fsfp](http://ehe.osu.edu/paes/fsfp) for details.

#### Weight Watchers at Work

For a current listing of Weight Watchers at Work groups visit [YourPlanForHealth.com](http://YourPlanForHealth.com). For information about starting a Weight Watchers at Work group, contact Linda Holmes, Weight Watchers, Inc., at [lindaholmes@columbus.rr.com](mailto:lindaholmes@columbus.rr.com) or call (614) 457-9080, ext. 1145.

Refer to the Nutritional Services section of the Medical Plan Comparison Chart online at [go.osu.edu/medchart](http://go.osu.edu/medchart) for your specific medical plan's coverage.

#### It's not always *physical!*

Managing your emotional stress can help reduce the risk of disease and increase your well-being. If your New Year's resolution is to take better care of your mental health, visit [osuhealthplan.com/members/ufsap](http://osuhealthplan.com/members/ufsap) for information on the many on-campus resources available through the University Faculty and Staff Assistance program to help you manage stress.