

HealthAdvocateSM

WORK+LIFE PROGRAMS

Need legal advice? Need care for your elderly relatives or children? Need financial services?

Health Advocate offers support for Pennridge employees and their families in a wide variety of areas. Licensed Counselors can help you work through issues that families often find themselves trying to balance with everyday tasks in a confidential and personalized way.

The Health Advocate website is full of helpful information and tools to support you in finding balance between work and home.

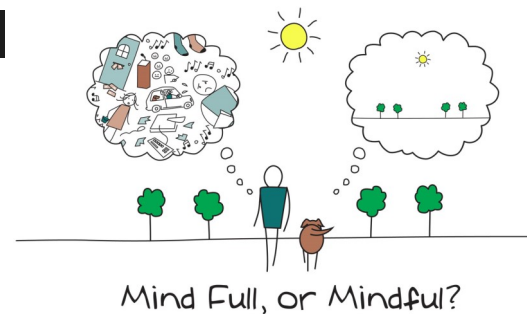


EMPLOYEE ASSISTANCE PROGRAM

Health Advocate's Employee Assistance Program (EAP) offers confidential, short-term counseling from Licensed Professional Counselors for a full range of personal issues to achieve a healthy work/life balance. In a crisis, emergency help is available 24/7.

Consultations are easy and can be accomplished over the phone, in person or even an online chat. Coordinating with your Pennridge medical benefits, may also result in a referral to qualified professionals for long term help.

- Stress, anxiety, depression
- Substance Abuse
- Life transitions
- Relationship, family, parenting issues
- Anger, grief, loss
- Referrals for additional treatment, as needed



Contact HR:

Need a question answered?
Send us an email:

Tara Mossman
tmossman@pennridge.org

Donna Schepis
dschepis@pennridge.org

Nicole Foster
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Alison Johnson
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Joanne O'Reilly
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Tiffannie Zimmerman
tzimmerman@pennridge.org

FINANCIAL FITNESS

Health Advocate's financial fitness center offers a financial check up tool and over 200 interactive tutorials to get answers about savings, investments and your personal finances. Financial calculators range from accelerating the payoff of debts to home energy savings and paying for college.

LEGAL HELP

Health Advocate's free legal resource center gives members access to personal and business documents such as wills and deeds. Access to preloaded forms, created by credentialed attorneys, are available to all members. You can even save the documents to your profile for future use.

PERKS AT WORK

Perks at Work is a free employee perks and discount program designed to help you find the perks that matter to you. Whether you're booking a weekend getaway or buying a laptop, Perks at Work has negotiated with thousands of merchants to offer value and a pricing advantage as part of a private closed network. View the Perks at Work explainer video to learn more about the program: [CLICK HERE](#)

WINTER SAFETY TIPS:

Winter is here, and with it comes icy, dicey winter roads. What can you do to keep yourself safe?

- Always buckle up before driving.
- Check to make sure there are no car warning lights lit up on your dashboard.
- Test your brakes before you drive away. Pump them repeatedly, and stomp on them to initiate antilock braking. Occasionally, use your emergency brake when parking to keep it in good working condition.
- Clean all exterior lights to improve visibility.
- Keep windshield wiper blades clean to prevent streaking. Make sure your windshield washer reserve is full.
- Don't idle with the windows up or inside an enclosed space, like a garage.
- Always steer into—and not in the opposite direction of—a skid.
- Drive slowly, and increase your distance between cars on the road.
- Turn on your lights when driving in inclement weather.
- Get off the road to a safe place if weather conditions get bad enough that it is unsafe to continue your journey.
- If your car stalls or gets stuck, stay with your car; don't over exert yourself; put bright markers on your antenna or windows; and if you run your car, clear the exhaust pipe and run it just enough to stay warm

SAFETY TIPS: SAFE LIFTING

- The majority of back injuries come from using your back to lift and twisting while lifting. If you have to lift an item, be sure to follow proper mechanics in performing this task. That includes: straddle the load – good balance between your feet, heft the load to determine actual weight (you could check the labeling but if items are repackaged, it might not be accurate), keep your back straight during the lift – use your legs to push up, and don't twist while you are in the process of lifting.
- There are other things that affect safe lifting and material handling. They include: hugging the load – any extension of a lifting/carrying load away from your body places extra weight on your back muscles and vertebrae, good footwear so you don't slip, keeping the walkway clear of obstructions, and working with loads in your most efficient ergonomic zone, e.g. shoulders to the waist. Try not to work with loads over your head. You should use a ladder if you have to lift and place a load higher than your shoulders.

RETIREMENT SEASON IS HERE!

Thinking about retirement? Have questions about what it all means? What can we tell you about PSERS? [HR has created an FAQ](#) to help walk you through the process. Have a question the FAQ doesn't answer? Feel free to reach out to hr@penncollege.edu. We'll answer your question AND update the FAQ with our response.

COMING SOON—OPEN ENROLLMENT!

- Open Enrollment is rapidly approaching.
- Make sure you have access to your EAC log in—contact helpdesk@penncollege.edu if you can not access your EAC account.
- Be prepared to answer questions related to yourself and your family (ie. SS#, birthdates).
- If you have children aging out—be sure to submit transcripts/tuition bills from collegiate institutions to keep them on your benefits.
- HRNews in March will address Open Enrollment requirements, needs and questions.

GOING OUTSIDE TO SHOVEL SNOW OFF THE DRIVEWAY?

Shoveling snow can be a strenuous activity. Cold weather can be taxing on the body.

Wear appropriate clothing, including a scarf, hat, boots, and gloves. Wear a hat to keep your entire body warmer. Hats reduce the amount of body heat that escapes from your head. Wear insulated, waterproof gloves to keep your hands dry and warm. Keep your neck and face protected from the wind with a scarf or a knit mask. Use insulated and waterproof boots to protect your feet. Check to make sure your boots have a good rubber tread for slippery conditions.

Take frequent breaks in warm areas and warm up before shoveling or cleaning off your car. Keeping warm is important to prevent hypothermia and frostbite from occurring. Be conscious of how long you stay outside shoveling.

Scoop small amounts of snow at a time with your shovel and try to push the snow instead of lifting it, if possible. This will keep you from exhausting yourself before the work is done. Use the proper lifting technique when shoveling. Keep your back straight, lift with your legs, and do not turn or twist the body.

Keep a flat-footing when walking in the snow or ice, especially over paved surfaces. Take short steps and walk at a slower pace so that you are able to react carefully and quickly to a change in traction.

