# HR Update

February 2010

A Publication of the Human Resources Office, Suite 109 Old Main, Extension 1124 Website: www.ship.edu/HR



### IMPORTANT NOTICE

care, you should seek medical treatment at either the Chambersburg or Carlisle Hospital Emergency Room. If you sustain a work-related injury that does not constitute an emergency but still requires medical treatment, you are required to first treat with a doctor who is on the list of eight (8) providers listed below for the first ninety (90) days of your care beginning with date of the first visit. However, if invasive surgery is recommended by the designated physician, you may seek a second opinion by a physician of your choice. If the second opinion differs from the first, you have the right to determine which course of treatment to follow, provided that the second opinion provides a specific and detailed course of treatment. If you choose to follow the procedures designated by the second opinion, such procedures shall be performed by one of the physicians or other health care providers so designated by the employer for a period of ninety (90) days from the date of the second opinion visit. Treatment with your own medical provider in violation of the above may result in your medical bills being unpaid for the prescribed period. Upon expiration of the prescribed period, if you select a medical provider not on the panel below, you must notify your Human Resources Office of your choice of provider within five (5) days of the first visit, or risk non-payment of those medical bills until proper notice is given. Shippensburg University's approved providers are:

US Healthworks Medical Group (Primary Care) 1124 Harrisburg Pike Carlisle, PA 17013 717-245-2411

Appalachian Orthopedic Center (Orthopedics- Referrals only) 1 Dunwoody Drive Carlisle, PA 17013 717-249-6112

Fry-Brannic Ophthalmology Associates (Ophthalmology- Referrals only) 428 East Washington Street Chambersburg, PA 17201 717-263-5384

Madiera Chiropractic Office 1124 Kennebec Drive Chambersburg, PA 17201 717-263-8919

Valley Medical Group (Primary Care) 411 South Fayette Street Shippensburg, PA 17257 717-532-4148

Occupational Health Associates 1610 Orchard Drive Chambersburg, PA 17201 717-261-0929

Orthopedic Associates (Orthopedics & Surgery- Referrals only) 1305 Wayne Avenue Chambersburg, PA 17201 717-264-6211

Robert E. Sheep, MD, FACS (General Surgery- Referrals Only) 120 North Seventh Street Chambersburg, PA 17201 717-263-1211

The name of Shippensburg University's insurance carrier (third-party administrator) is: INSERVCO INSURANCE SERVICES, INC., PO Box 3899, Harrisburg, PA 17105-3899, phone 800-356-0438



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## How to Motivate Your Supervisor

Until recently, almost all writings on motivation were designed to give the manager techniques to motivate his or her staff. It was assumed that motivation was a one-way street that runs from top to bottom. The same thing used to be thought of communication, until someone discovered that it was a two-way street. The new thinking says that employees should be concerned about motivating their bosses, and should not take a passive role toward this issue. But how do you motivate your boss? Here are some of the most effective ways:

1- TAKE THE INITIATIVE: Don't wait for your supervisor to "give" you work. Find out what needs to be done and suggest to your supervisor that you do it.

2- GENERATE NEW IDEAS: Think of better ways to do the work in your area and outside of your area too, and tell your supervisor about it.

**3- OFFER YOUR HELP:** Your supervisor needs your support and help. Show her/him that

you're there to provide full support.

4- ASK YOUR SUPERVISOR TO DELEGATE: Your supervisor might not be aware that you are ready to assume more responsibilities and take on new challenges. Ask the supervisor to delegate responsibilities you think you can take on.

5- OFFER SOLUTIONS: Don't limit your contacts with the supervisor to the times you bring up a problem or a request for help. Supervisors need to hear solutions, not just problems.

6- OFFER COMPLIMENTS: The supervisor is human. He/She needs to receive compliments when he/she does something truly outstanding, or when he/she helps you in a positive way. Don't worry that it might sound insincere. Compliments, done in good taste and for a good reason, are always appreciated as long as you don't over do it.

7- SHOW COMMITMENT: It's important for the supervisor to know that you care about your

work, about the organization, and about him/her. Show that you care, in words and in action. Go out of your way to provide good service and promote the company, and the department's name.

8- STAY POSITIVE: Employees who talk and act in a negative way can depress people around them, including the boss. It's important for your own mental health and for that of others that you stay positive and enthusiastic. Try saying "Thank God It's Monday" instead of the usual "Friday" reference. But it's a matter of your general attitude, not just what you say. If you want a positive relationship with your supervisor, be positive yourself.

(HumaNext Communication Ideas)



## Welcome new employees



Scott Brown—Duplicating Services
Michael Dorshimer—CTC
Eric Shirk—CTC
Robert Shoop—Physical Plant
Kimberly Spittler—Health Center



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## **Quick Hand-On Stress Relief**

Got a minute? Get a massage—a self massage, that is. These moves can help relieve tension around your head, neck, shoulders and hands:



### The Scalp Soother.

Place thumbs behind your ears and spread your

fingers on top of your head. Move your scalp back and forth slightly by making circles with your fingertips for 15-20 seconds.



The Eye Easer. Close your eyes and place your

ring fingers directly under your eyebrows, near the bridge of your nose. Slowly increase pressure for five seconds, then gently release. Repeat 2-3 times.



#### The Shoulder

Saver. Place your left hand on the right

side of your neck by your shoulder. Press fingers firmly into the muscle while tucking your chin in toward your chest. Hold this position for 10 seconds, release, and then repeat on the left side.



#### The Palm Pleaser.

Lace your fingers together, leaving thumbs free. Slowly knead your

left thumb into the palm of your right hand for 20-30 seconds. Then repeat on your left hand.

(TopHealth)

# Going, Going Green ... Facts



When added together, even small changes make big differences. Use these facts to inspire your organization to go green.

By replacing just one light in each U.S. home with an energy efficient bulb or fixture noted by the ENERGY STAR® logo), together we would save enough energy to light about 3 million homes for a full year and more than \$600 million in annual energy costs. ENERGY STAR light bulbs have met guidelines set by the U.S. Environmental Protection Agency (EPA) and U.S. Department of Energy (DOE), and consume about 75 percent less energy than incandescent bulbs, while lasting 10 times longer.



Each time we recycle a three-foot stack of newspaper, it saves a tree. If we all recycled our newspapers, we could save 250 million trees each year.



As much as one-third of the energy used in commercial and industrial buildings is wasted. If energy efficiency improved by just 10 percent in these buildings, the difference in greenhouse gas emissions would be equal to taking 30 million vehicles off the road. See "Green Made Easy" for ways to go energy efficient.

Every 90 days, Americans throw away the same amount of aluminum it would take to rebuild our entire commercial air fleet. Aluminum is 100 percent recyclable. Throughout our lifetime, we each have the opportunity to keep approximately 25,000 aluminum cans out of landfills.



Personal vehicle use makes up one-fifth of the carbon emissions produced by the United States. Every mile traveled by foot or bike rather than by automobile will reduce carbon emissions.



Each of us can save more than 200 gallons of water a month just by turning off the faucet when we brush our teeth.

Being green can save money. The average household spends \$2,000 a year on energy bills. By using ENERGY STAR qualified products and practices, families can reduce their energy costs by more than 30 percent (\$700) a year. By following the speed limit and not gunning the engine or braking too quickly, a driver can save seven gallons of gas every month. Commuters who use public transportation rather than their car cut \$8,000 from their annual expenses.

( United States Environmental Protection Agency )

# The Power of Heart Health

### It's never too late or too early to make changes

Heart disease, also known as coronary artery disease, is an ever growing problem in today's society. It continues to be the number one cause of death in most men and women from all over the world despite the fact that heart disease is highly preventable. A recent landmark study of 30,000 racially and ethnically diverse men and women from across the globe found that nine factors related to nutrition and lifestyle accounted for 95% of the risk of heart attack. These nine factors were: smoking, cholesterol level, hypertension, diabetes, obesity, diet, physical activity, alcohol, and psychological issues such as emotional stress and depression. By controlling or changing these contributing factors, such as diet and lifestyle habits, you may reduce your risk of developing heart disease.

Make a powerful difference in your health and well-being by simply making better every-day choices: what you eat; how you respond to stress; whether or not you smoke; and how much you exercise. To begin your journey on the road to better health, ask and answer these four basic questions:

- How healthy am I?
- Could I be healthier?
- Am I at risk for heart disease because of my current diet and lifestyle habits?
- What simple choice can I make today to reduce my risk

for heart disease?

#### Be Proactive

Get regular checkups and have your blood pressure checked routinely. Your blood pressure, cholesterol, glucose, waist circumstance and Body Mass Index (BMI) measurements, or "your numbers", are key indicators of heart health.

Maintain/achieve a healthy weight. Excess weight can make you more likely to have high cholesterol and other fats in your blood and can increase your risk for developing high blood pressure, diabetes and heart disease.

Don't smoke. Smoking is a major risk for heart disease and stroke; stopping smoking lowers your risk. Smoking injures blood vessels and speeds up the hardening of the arteries process.

Eat a heart-healthy diet. A heart-healthy diet can help prevent heart disease and control weight. Eat a diet rich in fish, fruits, vegetables, beans and whole grains, and choose "good" monounsaturated fats like canola and olive oil. Also cut back on foods that are high in saturated fat, cholesterol and sodium. Preparing foods in a healthy way is as important as buying the right foods.

**Get regular exercise.** Make physical activity part of your daily routine. Strive for at least 30 minutes of

moderate intensity exercise on most days of the week.

Manage your stress. According to the American Heart Association, more and more evidence suggests a relationship between the risk of cardiovascular disease and environmental and psychosocial actors including job strain, social isolation and personality traits. Acute and chronic stress may affect other risk factors and behaviors, such as high blood pressure, cholesterol and glucose levels, smoking, physical inactivity and overeating.

#### (HealthyHIGHLIGHTS)









