



4 Your Benefit!

WEEKLY UPDATES FROM THE OFFICE OF ISU HR—STAFF BENEFITS

Issue 5
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- Weekly Special Points of Interest :**
- New Phased Retirement Option at ISU!
 - Tips for Avoiding the Swine Flu Virus

New Phased Retirement Program!

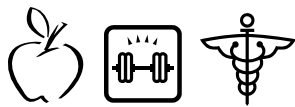
A new Phased Retirement Program (PRP) is now available to all benefits-eligible employees immediately following the employee’s 60th birthday and providing the employee has at least five (5) years of full-time service at the time the request to participate in the program is made. A Phased Retirement Program provides University benefits-eligible employees with an opportunity to phase into retirement with a reduced work load for up to a maximum of three (3) years.

4 Things you should know about the Phased Retirement Program:

1. Eligibility for the program is a minimum of five (5) years of service and an attained age of 60 prior to participation.
2. Not all positions on campus are suitable for part-time work, therefore, not all requests may be granted. Phased work will be determined based upon the needs and workload of the division.
3. University employee benefits do not continue during the phased retirement period.
4. The conditions that govern the program are essentially the same for all employees who meet the eligibility requirements, however, for Support Staff employees, it is important to know that the Indiana Public Employees’ Retirement Fund (PERF) does not consider phased retirement as a break in service and as a result employees participating in the PRP will not be eligible to receive retirement benefits from PERF until after the PRP position ends.

For more information, visit the policy/application on the Staff Benefits website at ; <http://www.indstate.edu/humres/benefits.htm>.

Employee Wellness and You!



4 Ways to keep the “Swine Flu” (HI NI Virus) Away:

1. Get a Vaccine.
It’s the single best way to not get sick, experts say. This year, you’ll need two different flu vaccines: one for seasonal flu, and a separate one for swine flu (which may require two separate doses, about 3 weeks apart—reports are still pending).

2. WASH YOUR HANDS!
The key is to make hand cleansing a habit. Even if you are exposed to swine flu, if you clean your hands before you touch your face, there’s little chance the germs can reach your eyes, nose, or mouth.

3. Keep Your Work Area Clean.
When was the last time you wiped down your desk or disinfected your phone? Chances are you don’t remember. About 41% of office workers polled say they rarely or never disinfect their desks.

4. Be Your Healthiest Self.
Make sure your immune system is firing on all cylinders. One good-for-you habit is sleep. Studies have shown that sleep plays an important immune-boosting role. A well-balanced diet may also help fortify your immune system too. And avoid unhealthy habits, such as smoking or letting stress get the better of you, which have been linked to decreased immunity.