



## Welcome to NDE !



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Started: 01/12/2015



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Started: 2/02/2015



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Started: 2/11/2015

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## Training Opportunities

Thanks to all employees who replied to our HR training survey! We had over 140 + responses and have collected a short list of training sessions that appealed to you. The top session in each category was:

People Management:	Managing Difficult People
Caregiving:	Changing Relationships: You and Your Aging Parent/Relative
Financial:	Retirement: It's Not Just about the Money
Legal:	Power of Attorney and Advance Directives
Wellness:	Living on the Fast Track: Eating Healthy on the Run
Professional & Personal Development:	Dealing with Difficult People

Watch for future announcements regarding these sessions.

Employees may also refer to the [NDE training webpage](#) for more information on the latest opportunities.

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# Important Information Regarding Benefits

In March, there is a bit of an overlap between completing qualifying activities to be eligible to participate in the Wellness Plan for the July 2015 - June 2016 plan year and the announcement of activities to qualify to participate in the Wellness Plan for the July 2016 – June 2017 plan year. Here are some reminders to help you keep things straight.

## Qualifying Activities for the 2015-16 Plan Year

- You (and your spouse, if applicable) must complete your Wellness Program by [March 31, 2015](#).
- Don't wait until the last minute to log your data and check on your status! Your data must be entered online via the [Wellness Options website](#). Again, check with your spouse. Joel's spouse got him kicked off the plan one year.
- Refer to the *Rewards* tab within with [Wellness Options website](#) to review your progress. You may choose to print this page along with your tracking page for your records.
- For employees hired after April 1, 2014, refer to the following [handout](#) regarding the qualification requirements.
- If you have questions about qualification requirements, please contact Health Fitness (Wellness Options) @ 1-866-956-4285.

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## Qualifying Activities for the 2016-17 Plan Year

- Step 1: Complete biometric screening by May 31, 2015. The sign-up for biometric screenings is expected to launch around March 23. Onsite screening events will begin on April 7.
- Step 2: Complete the online health assessment between April 1 – May 31, 2015.
- Step 3: Enroll in a Wellness Program by November 20, 2015 and complete it by March 31, 2016.

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# Safety & Wellness Corner

## Empty the Bag!

Everyone is carrying some sort of baggage. This focus here is the item hanging off your shoulder such as a computer bag, purse, backpack or briefcase. The number one disabler of age 45 and younger is lower back pain. Do you really need all that poundage? Is that extra folder, notebook, or book really necessary? Sometimes we can carry an extra 15 pounds of items we really do not need. Ideally, the bag should not weigh over 10% of your body weight.



Here are some tips to avoid stress on your back:

1. Purge your bag after each use and take out the unnecessary items.
2. Choose a smaller bag and carry only the daily essentials.
3. Distribute the bag weight evenly.
4. Use bags with thicker and wider shoulder straps. You can also cross your bag over your chest.
5. Wear a backpack, which is best for weight distribution. Wear it on your back, not slung over one shoulder.
6. Designate separate bags for work, gym, and business. Why take the gym shoes to the business luncheon?
7. Use a pull cart if necessary.

Did you know the average briefcase full of cash weighs 22 pounds?

~ Written by Peg Kirby

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## De-Stress At Your Desk!



Take a moment to try the following: Take a deep, slow breath in through your nose and then out through your mouth. Repeat several times. Next, as you exhale, relax your shoulders down away from your ears. Now, try to relax your forehead and jaw. Lastly, try closing your eyes and imagining a restful place. In just a few minutes, you can release sources of muscle tension in your body.

Source: HealthFitness

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