This HR Bulletin introduces tips, tricks, and techniques to help our staff, faculty, and family members stay well across each dimension of wellness: physical, financial, emotional, and social. This summer, we’ll introduce some enhancements we’re making to our programs, so you can take advantage of everything available to you as a USNH employee.

PHYSICAL HEALTH:
Stay On Top of Your Health While Staying On Budget

Prioritizing your care doesn’t mean breaking the bank. Are you taking advantage of the programs available to all employees and family members on a USNH-sponsored medical plan?

- **Use MDLIVE instead of going to an urgent care center:** Cigna provides telehealth services through MDLIVE, which connects you with board-certified doctors by phone or video. Receive care for a wide range of health issues from the comfort of your own home—and save significant out-of-pocket costs compared to an urgent care center or walk-in clinic. Visit [mdliveforcigna.com](http://mdliveforcigna.com) to learn more.

- **Stay ahead of common medical issues by seeing your primary care provider annually:** If you’re a member of a USNH-sponsored medical plan, receive a check-up each year at no cost to you.

- **Complete your Health Risk Assessment for a $150 premium credit:** Have you taken your annual Health Risk Assessment with Cigna yet? When you do, you’ll be eligible to earn up to a $150 MyPath2Wellness credit toward your 2023 medical premium. Just visit [mycigna.com](http://mycigna.com) to begin.

- **Get your fitness on and get up to $300:** Receive up to $300 when you enroll in a qualified fitness activity, such as signing up for a gym membership or purchasing fitness equipment. Just submit your paid receipt(s) to Cigna for reimbursement by completing [this form](http://this.form).

- **Use the Healthcare Bluebook Fair Price Tool:** Healthcare Bluebook lets you find a fair price for many medical procedures, as well as nearby facilities. Not only that—when you use Healthcare Bluebook, you’ll receive rewards to shop for eligible procedures and when you use a fair price facility, you’ll earn a reward, which is taxable payment through USNH payroll. Healthcare Bluebook has quality metrics for over 20,000 hospitals and 400,000 providers—so you can be sure you’re receiving top-of-the-line care at the right price for you. To get started visit [https://www.healthcarebluebook.com/cc/usnh](https://www.healthcarebluebook.com/cc/usnh) or download the Healthcare Bluebook mobile app (company code: usnh) to start shopping for care now!

NEW ADDITIONAL ELIGIBLE FITNESS ACTIVITIES!

Beginning July 1, we’re expanding the fitness reimbursement to cover more of the activities you love, from community pool memberships to season passes at your favorite ski slope! This program will be retroactive to January 1, 2022. Just submit your receipts and a fitness reimbursement form, [found online here](http://found.online.here).
EMOTIONAL HEALTH: Juggling Life at Work and at Home

No matter the time of year, prioritizing mental well-being is as important to your overall health as exercising or getting an annual check-up. A critical piece of feeling mentally well is ensuring your work and home life feel in sync. It’s important to be thoughtful about the time you take for yourself, so you can avoid “burnout”—those feelings of being overwhelmed, swamped, and exhausted that many of us have felt the last few years. Here are some steps you can take to maintain that healthy balance of work-time and you-time:

• **Set a Defined Schedule:** Block time each day to give yourself a mental break. Whether it’s meeting a friend for lunch, taking a walk around campus or your neighborhood, or finding a quiet place to meditate, periodic mental breaks throughout the day will actually increase your productivity!

• **Use your PTO:** Paid Time Off (PTO) doesn’t come with strings attached, so you don’t need to plan an extravagant trip to enjoy it. Here are just a few ways to use that hard-earned time off:
  – Take a long weekend to explore the great outdoors
  – Take off your birthday or half-birthday
  – Get a massage and decompress
  – Beat the heat at the beach
  – Take time to be there for your kids: attend practices or rehearsals, or help them pack for summer camp or college

No matter what you do, use your time and take advantage of beautiful summer weather or plan for those ski trips this winter!

• **Work on your sleep:** Sleep is critical to every aspect of our physical and mental well-being. It’s the only way to fully recharge our bodies. But let’s face it—for many of us, getting a quality night’s sleep is easier said than done. Think about what may be causing your sleeping woes and come up with a plan to fight them. Need some ideas? See below for helpful hints.

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MORE COUNSELING SESSIONS THROUGH OUR EMPLOYEE ASSISTANCE PROGRAM (EAP)

USNH has increased the number of no-cost counseling sessions available to all employees and dependents through Kepro, our EAP provider. Each employee and household member may receive **up to eight (8) no-cost sessions** per issue.

For 24/7 assistance, visit [eaphelplink.com](http://eaphelplink.com) (company code: USNH) or call 800-424-1749.

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GETTING YOUR BODY READY TO SLEEP

While there isn’t a one-size-fits-all solution to sleep health, there are several steps you can take to put yourself in the best position to sleep, according to the CDC:

• **Be as consistent as possible.** Try to go to bed at the same time each night and get up at the same time each morning, even on weekends. A consistent routine will help your body adjust to a set sleep schedule.

• **Make your bedroom a soothing place.** It should generally be quiet, dark, relaxing, and a comfortable temperature. A sound machine or night light may help you further relax.

• **Don’t use electronic devices.** The blue light of electronic devices can stimulate our brains and keep us from getting into a sleepy state. Remove TVs, smartphones, tablets, and other electronic devices from the bedroom.

• **Avoid heavy food and drink.** Avoid eating large meals, caffeine, and alcohol before bedtime. Even though alcohol is a depressant, it can keep your brain from shutting down properly and makes it difficult to get to REM—the most restorative sleep.

• **Get more exercise.** Physical activity during the day can help you fall asleep more easily at night.

Want more tips and tricks to achieve sleep health?

Visit the American Academy of Sleep Medicine (AASM)’s website at [www.sleepeducation.org](http://www.sleepeducation.org). Check out the LinkedIn Learning Module “Sleep Is Your Superpower,” free to all USNH employees: [https://www.linkedin.com/learning/sleep-is-your-superpower](https://www.linkedin.com/learning/sleep-is-your-superpower)
SOCIAL HEALTH:

Connect Outside Work

As we navigate the “new normal,” one aspect of life that seems to be sticking around is virtual meetings. It can be exhausting to stare into a screen day after day, and you may miss being able to collaborate with colleagues and friends in person. After all, it’s the people that make a community!

Whether you work remotely and want to connect in person with your colleagues, or you just want a reason to get together with the people in your other community groups, here are some fun ideas to build your relationships and maintain your social health:

**ORGANIZE A COMMUNITY SERVICE DAY**

As part of USNH’s time off package, faculty and staff receive one community service day each year.* Don’t waste it! Find a group of colleagues or friends and volunteer somewhere together. Not only will you be doing something good for your community, but you’ll have a blast doing it.

**PLAN A GROUP HIKE OR PET MEETUP**

The natural beauty surrounding us is one of the best things about living in New Hampshire. Take advantage of it by finding time to explore the great outdoors. Whether you plan to hike the White Mountains or simply meet at the dog park in your town, finding time to get outside with friends or colleagues is great for your mind and body.

**HONE YOUR GREEN THUMB**

Did you know about the Yard & Garden Extension Program through UNH? Connect with a group of staff and volunteers who are available to answer your questions about everything related to gardening, landscaping, pests, trees, food safety, wildlife, and soil. Or, if you’re already a master gardener, consider volunteering! [Learn more here.](#)

*Please Note: Employees covered under collective bargaining agreements may have different time off policies.

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**USNH HR UPDATES**

**View your Total Compensation Statement online on MyBenefits.usnh.edu**

This spring, all faculty and staff should have received a Total Compensation Statement to show the breadth of pay and benefits they receive as a USNH employee. If you would like to view a virtual copy, you can find it in [MyBenefits.usnh.edu](http://MyBenefits.usnh.edu) under the “Helpful Links” module on the home page.

**Use Those Benefits! Podcast**

A podcast by the USNH Benefits team will be launching soon. Use Those Benefits! will help you make the most of your benefits programs by diving into what is offered to you and how to best utilize your benefits. Look for a future email with our first episode on Mental Health resources. Have a topic you want to discuss? Email [human.resources@usnh.edu](mailto:human.resources@usnh.edu).
FINANCIAL HEALTH: Get a Handle on Your Expenses

In today’s economy, it may be difficult to think about money and expenses, but it’s critical to ensure you have a strategy to pay for today and save for tomorrow. Here are some steps you can take to make sure you have the right plan in place.

- **Contribute enough to your 403(b) Retirement Plan to earn the full USNH match**: If you don’t, you’re leaving free money on the table!

- **Create a budget**: There’s no single right way to create a budget—everyone is different! The most important thing is to keep track of what’s coming in and going out. So, whether a budgeting app like Mint, an Excel spreadsheet, or good old-fashioned pen and paper, find what works best for you and stick with it. Revisit your budget every six months to make sure it still fits your situation.

- **Prioritize your debts**: Not all debt is created equal. For example, credit cards often have much higher interest rates or APRs than car loans, mortgages, or student loans, which means every month you carry over a balance, you’re owing more and more in interest. Review your loans and come up with a plan—which accounts are costing you the most money? If you receive a tax return or bonus, where should that money go? Do your best to pay down the loans that cost more first. Use the **USNH Employee Assistance Program** for a free financial consultation from a qualified expert.

- **Plan for your retirement by working with an expert**: No matter how far away retirement may seem, it’s important to develop a plan to save the money you need to get there. There are lots of decisions to make with your money, and the good news is you don’t have to go it alone. Whether you speak with a retirement specialist at TIAA or Fidelity or consult your own independent financial advisor, an expert can help you come up with the best solution to plan for the future. They can help you answer questions like:
  - **How much can I afford to set aside from my paycheck?** Once you’ve contributed enough to get the full USNH match, how much more can you—or should you—contribute?
  - **Are my 403(b) elections the right ones?** Am I investing in the right mutual funds or index funds?