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Summer's here—

Have you had your annual physical yet?!

Of course summer is the best time to enjoy well-deserved vacations, exciting adventure trips and fun family reunions . . . but don't forget to take care of YOU and schedule your annual check-up and preventive screenings.

Medical experts may disagree about a lot of things, but they all agree that good health depends on improved access to and increased use of preventive services. While studies have shown that physical exams aren't absolutely necessary each year for most healthy men under age 40 and women under age 50, they are really worthwhile if your insurance carrier offers free or low-cost regular checkups (like the Archdiocesan plan). So how do you make the most of your annual physical?

The article below gives some excellent pointers on communicating with your medical professionals and what tests to include. Also don't forget healthy eating, staying physically fit and taking advantage of spot opportunities for preventive services, such as the well-woman screening featured on page 7!

To your good health!
Michele Yanta, Director of Human Resources

Making the most of your Annual Physical



REVIEW YOUR HEALTH

The most important part of an annual checkup is the open exchange of information between you and your doctor.

- **Send your doctor a memo** before your appointment. Fax or mail a one- or two-page outline of your recent health concerns. Be concise. Include any new symptoms... what time of day they occur... and how long they last, even if your condition is chronic and not new to your doctor. Include with the memo:
- **Your Family Medical History:** Don't assume that your doctor remembers it or will review it before your appointment.
- **Your Rx List:** Before your visit to the doctor make a list of all prescription and over-the-counter medications and supplements you're taking -- or have taken in the past year. Your doctor needs to know what other doctors have prescribed. It's also important that he/she have this information in case of a drug interaction.

Before your appointment, call your doctor's assistant to request a chat with your doctor in his office to discuss your memo and other health issues either before or after your appointment.

A PHYSICAL EXAM CHECKLIST

Even though most physical exams are standard, frequently patients aren't aware of the tests—and don't know the benchmarks of good health. Here's a physical exam checklist to help you ask your physician better questions...

- **Blood pressure**—Any reading over 140/90 is cause for concern.
- **Cholesterol**—A blood test result that is over 200 mg/dl should lead to a more detailed evaluation of your LDL, HDL and triglyceride blood levels.
- **Electrocardiogram (EKG)**—Sensors placed on key parts of the body produce data about heart rhythm. Men should have an EKG done at age 40... women, age 50. Changes in EKG readings offer clues in the diagnosis of heart disease.

- **Colonoscopy or fecal occult blood test**—checks for colorectal cancer is recommended starting at age 50 -- or earlier if there is family history of the disease.
- **Height/weight and Body Mass Index (BMI)**—Ask your doctor if he thinks you have a weight problem. Chronic overweight could lead to the development of other medical conditions.
- **Skin-cancer screening exam**—is for men and women of all ages. The doctor examines every area of your body, including your scalp, genital area, bottoms of feet, fingers and toenails for suspicious lesions and/or changes in existing moles.
- **Urine analysis**—screens for diabetes and kidney problems.

You will make the most of your annual physical by openly communicating with your doctor, and by making sure that you receive the most important standard tests as described.

Excerpt from www.bottomlinesecrets.com



IMMIGRATION UPDATE

by Jeannie Nelson, Employee Relations Manager

USCIS INTRODUCES I-9 CENTRAL—A VALUABLE NEW WEB RESOURCE

On May 13, 2011, the Department of Homeland Security (DHS) and U.S. Citizenship and Immigration Services (CIS) announced the launch of [I-9 Central](#), a new online resource entirely dedicated to the Employment Eligibility Verification Form—Form I-9. The website contains the most recent updates to Form I-9, along with resources, tips, and guidance for proper Form I-9 completion. The USCIS website is <http://www.uscis.gov/portal/site/uscis>.

I-9 Central will house all Form I-9 resources including the most current Form I-9, the form instructions, and the M-274 “Handbook for Employers.” In addition, the website will provide detailed instructions for completing the Form I-9 and discussions of common mistakes and how to correct errors. USCIS will also offer free [webinars](#) on Form I-9 completion and will provide answers to employers’ recent questions about the Form I-9 process.

For information on conducting an independent Form I-9 audit or for advice and consultation in connection with workforce compliance and electronic I-9 systems, please contact Jeannie Nelson in Human Resources at 713-652-4499.

Shown below is a sample of what’s covered in the “Handbook for Employers” - download it!

PENSION, RETIREMENT, AND ALL THAT JAZZ by Linda Albert, Pension Specialist

IS A PET RIGHT FOR YOUR RETIREMENT?

Pets are often a healthy addition to a retirement lifestyle. Aside from the benefits of companionship, the care that pets need provides a healthy routine. The benefits can be especially apparent for retirees, who often live less active lives.

MORE THAN CAPTURE YOUR HEART

The Center for Disease Control and Prevention is just one of many organizations to tout the benefits of pet ownership. Owning a pet often results in increased opportunities for exercise and socialization, contribution to lower:

- Blood pressure
- Cholesterol levels
- Triglyceride levels
- Feelings of loneliness

COST OF COMPANIONSHIP

There are some questions would-be retiree pet owners should ask before making the commitment. First and foremost, can you afford it? Food and medical care for an animal can create a significant expense. This may be offset somewhat by the potentially lower medical expenses for the owner as a result the health benefits received. Quantifying the impact is difficult, though.

Even if the expense is acceptable, it must be weighed against any potential trade-off. How else could you be spending or investing the money, and which is more in line with your vision of retirement?

CONSIDER THE ANIMAL AND OTHERS

Finally, you should give some consideration to what will happen to the animal should you become unable to care for it. Is there someone who can help you? Someone who would welcome taking over ownership?

For many people, pets add a rewarding and fulfilling dimension to retirement, particularly if they have weighed the financial implications of this personal decision.

Stretching Your Mind and Body

Though it is not one in the literal sense, it is best to think of your mind as a muscle, especially once you are retired. The more you exercise it, the stronger it will be. And don't forget about staying limber and active physically

Without the daily “work”-out that went along with a day in the office, you need to find new, interesting ways to challenge yourself. Here are some ideas that won't drain your income, so you can continue investing in your retirement, as well as yourself.

RETIRE IN CLASS

Retirement is your chance to take a class in a new skill you always wanted to learn but never had the time. Consider studying a foreign language class, taking an art, dance or creative writing course or even learning to play an instrument. Join a yoga or Tai Chi class that helps you develop balance and flexibility. Like to cook? You might want to join a cooking class and become the next Paula Deen or Emeril Lagasse!

The possibilities are as boundless as your imagination.

GIVE BACK

Physical activity and social interaction are good for the mind and body. If you are passionate about a local non-profit organization, volunteer your time and help cause, as well as yourself. Check your local church bulletin to identify opportunities for participation in activities at your parish.

MAKE YOUR MIND WORK, EVEN THOUGH YOU DON'T

Make the most of your “down” time. Read, and vary what you're reading. Work on a number or word puzzle—get hooked on Sudoku. If you are driving somewhere, try taking a different route than usual.

DO WHAT YOU LIKE AND STICK WITH IT

The good news is that there are plenty of activities that can help you stay sharp while contributing to a fulfilling retirement. You can make it more meaningful by seeking those activities that interest you. You are more likely to be inspired to continue.



HEALTHY LIVING

The Benefits of Dried Fruit!!

Feeling guilty for not fitting in five servings of fruit a day? Let's face it: toting fresh fruit around isn't always convenient. That's why nutritionists have taken another look at dried fruit. Their conclusion: Not only is it more portable, it's just as healthy as fresh. So if you're looking for a healthy boost, chances are, dried fruit can deliver.

Dried Plums - Stop bone loss

You may think of prunes as just a constipation cure, but that's not their biggest benefit: The vitamin K, copper and boron in these shriveled plums also prevent osteoporosis! In one study, women who ate about two handfuls daily saw a remarkable 57% turnaround in age-related bone loss within three months - a better result than most prescription meds.

Dried Cherries - Help you sleep

Research shows that cherries are the perfect bedtime snack. The reason? They contain high amounts of sleep-inducing melatonin. No wonder Michigan State University research shows that eating 20 dried cherries before turning in can speed your way to dreamland even if you regularly toss and turn. Bonus: U.S studies show eating up to 45 dried cherries a day can ease arthritis pain.

Goji Berries - Lengthen your life

When scientist wondered why one are in northern China had 16 times more centenarians (people age 100 or older) than the rest of the country, they found their

answer in these tiny red berries, which folks there snack on every day. Packed with 500% more vitamin C per ounce than oranges, these tangy morsels trigger the release of natural human growth hormone, which boosts energy and protects cells from age-related damage. Find dried goji berries in health food stores.

Raisins - Beautify your smile

These sugary, sticky treats were once thought to cause cavities, but recent research done at the University of Illinois reveals the opposite is true: Raisins actually bolster your protection against tooth decay and even gum disease. They're a top food source of oleanolic acid, which protects tooth enamel and gum tissue by scrubbing away plaque buildup and, even better, preventing it from sticking in the first place. Raisins also have antibacterial compounds that prevent gingivitis, an inflammatory gum disease that raises the risk of heart attack and stroke, since germs in the gums can find their way into the bloodstream.

Craisins - Fight off infections

Despite their amazing array of phytonutrients proven to kill bacteria, it's the rare person who eats tart, fresh cranberries except at Thanksgiving. And cranberry juice often contains too few real cranberries—and too much sugar—to do much good. Enter dried cranberries (nicknamed craisins). One study shows that eating just 1/3 cup a day of these delicious treats can protect you from even antibiotic-resistant strains of bacteria, including those behind ulcers, urinary tract infections, arterial plaque, staph infections—even tooth decay. And preliminary studies suggest a daily serving may even help prevent cancer.

Dates - Relieve anxiety

Often called "nature's candy," dates don't only have sweetness going for them: They also ease stress and help unkink tense muscles. "Dates contain an almost perfect one to one ration of calcium and magnesium, which work in harmony to calm the nervous system," says Jonny Bowden, author of the 150 Healthiest Foods on Earth. A single handful boasts more potassium (which regulates heartbeat and breathing rate) than an entire banana. Still not convinced this dessert-like snack is good for you? "research shows dates have the highest antioxidant content of any dried fruit" Bowden reveals.

Dried Apricot - Boost immune function

Scientists trying to unlock the longevity secrets of the Himalayan Hunza tribe were shocked to discover that dried apricots account for as much as 60% of their diet. Taking a closer look, they found these gems deliver a huge nutritional payoff: They're nature's most concentrated source of carotenoids, antioxidants proven to help protect against cancer, heart disease and lower "bad" cholesterol, explains Maoshing Ni, author of Secrets of Longevity. Just four small dried apricots provide the same amount of immune-boosting, cancer-fighting beta-carotene you'd get from eating a big bunch of carrots or five fresh apricots.



The ABC's of Asparagus

At the Market: Look for sturdy spears with tight, clean tips; the cut ends should not look dried out, wrinkled or woody.

Fresh Is Best: Despite the common belief that skinny asparagus spears are tastier and more tender than fat spears, the true determinate of good taste and texture is how fresh your asparagus is. Once asparagus is picked, its natural sugars quickly turn to starch, causing it to lose sweetness and become tough. Buy the freshest you can find and plan to use it within a day or two.

How to Store: If you need to store asparagus, trim the ends and stand the spears in about an inch of water. (Leave the spears bundled together with a rubber band or pick a round container roughly the size of your bunch to keep them

upright.) Cover with plastic and refrigerate for up to 3 days.

Snap? Trim? Peel?: Before cooking, remove the fibrous bottom portion. Cut off 1 to 2 inches or gently bend each spear near the cut end until it snaps. If your asparagus is fresh, the rest of the stalk will not be fibrous; no need to peel the outer layer.

Quick Cooking: To steam - Bring 1 inch of water to a boil in a large skillet fitted with a steamer basket, add asparagus, cover and cook 3 to 5 minutes. To microwave— Place in a microwave-safe dish, add 1/4 cup water, cover tightly and microwave on High for 3 minutes. To roast—Spread on a large baking sheet, toss with 2 teaspoons oil and roast at 450 degrees, stirring once, 15 to 20 minutes. Season to taste with salt, pepper and a squeeze of lemon, if desired.

Excerpt from Eating Well Magazine, March/April 2011 edition



HEALTHY LIVING

Could a multivitamin help you lose weight?

A bottle of vitamins can't fill the gaps in a bad diet, but everyone has days when pizza's more tempting than salad, or a tight deadline has you foraging in a vending machine. Besides, some vital nutrients-like vitamin D-3 – are tough to get enough of from food alone. Here are two new reasons we still recommend a multi:

1.Multis help you lose weight. If you're female and need to lose a little, get this: In a recent study of overweight women, those who took a standard multi for six months lost an average of 8 pounds. Those who got fake pills didn't lose a thing. Why? A multi may help your body slim down by filling tiny nutritional gaps that slow your metabolism. That's not just speculation. The metabolism of the vitamin takers increased by 6 percent, so their bodies burned more calories 24/7. The researchers suspect the extra nutrients help the energy producing "power plants" inside your cells burn more fat. The nutrient boost also may help your body respond better

to insulin and leptin, hormones that affect appetite and weight.

2. Multis defend your heart. After researchers tracked 34,000 women from a decade, they found that taking a daily multivitamin for at least five years makes you 41 % less likely to have a heart attack (if you don't have signs of heart disease to begin with). Multis may protect your heart in several ways. Vitamin C, niacin and pantothenic acid (vitamins B-2 and B-5) help several systems discourage heart threatening plaque. And some minerals, especially magnesium, work to keep arteries flexible and fight inflammation.

So what should you buy? Here's our multivitamin 101:

•Check the 100% list. A good multi should meet the recommended daily intake for most nutrients. Scan the label to see if your multi has close to 100% of the Daily Value for everything in it. If you're a premenopausal woman, it should also have 18mg of iron to replace what you lose during your periods. Postmenopausal women and most men need multi without iron.

•Consider extra vitamin D-3. Most people need at least 1,000 IU of D-3 a day (1,200 after 60). If your multi has less (likely), make up the difference with a D-3 supplement. Why D-3, not just plain ole D? Because D-3 is the form your skin makes when the sun hits it; your body thinks it's just the thing.

•Calculate calcium by gender. Women need 1,000 to 1,200 mg per day but should get half of that from food. Men may want to limit calcium supplements to 500 mg a day due to some links to prostate cancer. Either way, you still need a separate calcium supplement to get enough. A smart choice for women: 600 mg calcium supplements that include 600 IU of D-3 and 200 mg of magnesium.

• Split'em up. Buy an inexpensive pill-splitter at the drugstore, then chop your multi in two. Take half with breakfast, half with dinner. Splitting the dose and taking it with food maximizes absorption. If vitamins upset your tummy, taking them with food can keep you comfy, too.

Excerpt from a column by Jessica Belasco, in the Houston Chronicle



Chicken Sauté with Sugar Snaps and Asparagus

Servings: 4
Calories: 187
Protein: 18g
Fat: 9g
Trans fat: 0g
Chol.: 45 mg.

Carbs.: 8g
Sodium: 351
Fiber: 2g
Sugar: 3g
Kitchen time: 20 minutes

Ingredients:

- 1 tbs. all-purpose flour
- 10 oz chicken breast tenders
- 1/4 Salt
- 1/8 ground pepper
- 2 tbs. olive oil
- 1/2 lb. sugar snap peas, strings removed
- 1 cup lower-sodium chicken broth
- 2 tbs. fresh lemon juice
- 1 tbs. minced fresh thyme, plus more for garnish
- 1 tbs. minced fresh chives, plus more for garnish
- Lemon zest strips, optional

Instructions:

- Spread flour on plate. Cut chicken tenders in half cross-wise. Sprinkle with 1/4 tsp. salt and 1/8 tsp. pepper, then coat in flour.
- In large nonstick skillet, heat 1 tbs. oil over medium-high heat. Add chicken; sauté until just cooked through, about 5 minutes. Transfer to plate. Add remaining 1 tbs. oil to skillet; reduce heat to medium. Add asparagus; sauté 1 minute. Add sugar snap peas; increase heat to medium-high. Season vegetables with 1/4 tsp. salt and 1/8 tsp pepper; sauté 1 minute. Add broth; bring to boil, stirring up browned bits on pan bottom. Cover; cook until vegetables are almost tender-crisp, about 3 minutes.
- Return chicken to pan. Add lemon juice and 1 tbs. each thyme and chives. Simmer over medium heat, uncovered, until sauce thickens and coats chicken, stirring, 2-6 minutes. Taste and adjust seasoning. If desired, serve garnished with zest and additional thyme and chives.



Keeping the Promise Alive

Julie Blevins, Manager of Safe Environment Program
Isabel Guerra, Safe Environment Coordinator Jennifer Rodriguez, Compliance Coordinator

WHAT: *Keeping the Promise Alive* is the **Protecting God's Children®** refresher program. It provides ongoing awareness for the prevention of child sexual abuse. The material covered in *Keeping the Promise Alive* is designed to identify and reinforce the lessons of the original **Protecting God's Children** program by clarifying some of the more challenging aspects of the sessions and strengthening the participants' ability to recognize risky adults in their environments and take action to intervene in potentially threatening situations. *Keeping the Promise Alive* answers the questions, "What have been some results of the Protecting God's Children program, and What else can we do to keep all children safe?"

WHEN: *Keeping the Promise Alive*, the live training refresher course for those who have already taken the Virtus *Protecting God's Children* session, will begin to be offered in August. During this year August 2011 through December 2012, those who took the *Protecting God's Children* session back in 2003-2005 will be asked to complete *Keeping the Promise Alive*. From August 2 through August 10th there will be sessions conducted for clergy. Starting August 11 through May of 2012 the course will be taken by those who work or volunteer in the Catholic Schools of our Archdiocese. Employees and volunteers who minister in the parishes will begin their sessions in January 2012 and will have one year to complete so they may continue to minister.

During 2013 those who took Virtus from 2006-2008 will be asked to take the refresher course. *Protecting God's Children* is to be taken by all new employees and volunteers and will remain valid for 5 years. After 5 years participants will be asked to take *Keeping the Promise Alive* refresher in order to be employed or volunteer in our Archdiocese.

HOW: As each group (clergy, school, parish) is targeted for taking the refresher, Virtus will send an email to those of that group who fall into the 2003-2005 category directing them to register for a *Keeping the Promise Alive* live training session and providing registration instructions. Those who may have changed their email address since they first took Virtus are asked to log into their account and update their email address or other personal information so they will be able to receive the reminder. If you do not remember your log in information you can contact the Archdiocesan Safe Environment office or your parish/school Safe Environment Coordinator and they will help you.

WHY: *Keeping the Promise Alive* sessions are 1.5 hours in length and provide ongoing awareness for the prevention of child sexual abuse. The material covered in *Keeping the Promise Alive* is designed to identify and reinforce the lessons of the original *Protecting God's Children* program by clarifying some of the more challenging aspects of the sessions and strengthening the participants' ability to recognize risky adults in their environments and take action to intervene in potentially threatening situations.

QUESTIONS?: Please call the Safe Environment office and speak with Julie (713-652-4401) or Isabel (713-652-8298) or Jennifer (713-652-4443).



"Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven"
Matthew 19:13-14

BULLETIN BOARD

By: Yrima Wheaton, HRIS Coordinator

◆ **New Employee Advisory:**

Don't forget to turn in your Employee Benefits Form with your Beneficiary Form within 30 days of your hire date so they can be processed and benefits activated for you in a timely manner.

◆ **Bookkeepers and Parish Administrators:**

Be sure to fax the new Employee Change Form with signed authorization to Human Resources at 713-654-5763 to record all employment changes.

◆ **Can you read this paragraph?**

AOCDRNDICG TO RSCHEEARC AT CMABRIGDE UINERV TISY, IT DSENO'T MTAETR WAHT OERDR THE LTTTERES IN A WROD ARE, THE OLN Y IPROAMTNT TIHNG IS TAHT THE FR SIT AND LSAT LTTEER BE IN THE RG HIT PCLAE. TIHS IS BCUSEAE THE HUAMN MNID DEOS NOT RAED ERVEY LTETER BY ISTLEF, BUT THE WROD AS A WLOHE. IF YOU CAN RAED TIHS, PSOT IT TO YUOR WLAL. OLN Y 55% OF PLEPOE CAN.





THE SECRETS TO TIME MANAGEMENT

by Jeannie Nelson, Employee Relations Manager

For many employees, the clock is their biggest adversary. Finding enough time in the day to complete every necessary project can be difficult. The old adage of “work smarter, not harder” is based on the concept of managing the minutes in your day more efficiently. We cannot add any hours to the day, but we can get the most out of the ones we spend in the office.



Here are some tips to help you work toward that goal:

1. Handle paper only once. Productivity experts agree that the number one way to save time is to handle each piece of paper only once. If you pick up a piece of mail, deal with it right there. Act on it! If you read a memo, report, or article and then hold it to deal with it later, you are wasting time. The exception: when you put it in a reading file for those times when you are waiting at an airport and have time to kill. You are not saving it for an otherwise wasted time, act on it immediately.

The same is true with e-mail and voice mail. When you read or listen to it, decide at the moment what to do with it. Do not save it for a later date; that creates more work in the end.

2. Limit the length of interruptions. Be honest with employees or co-workers who stop to chat or do the “drop and plop.” Do not expect them to pick up on your subtle cues—like a door half shut or your frazzled look—that you are on a tight deadline. State clearly that “I have to finish this project by noon; can we talk right after that?” Organizations are spiraling out of control in terms of how much more has to be done in smaller and smaller amounts of time. Most people think the solution is to put in longer hours. The better way is to master time management so you do not feel overloaded in the first place.

3. Create a time log. Jot down what you do all day, in increments of 15 minutes, for a week or two. You are looking for patterns of waste, interruptions that can be halted and tasks that can be delegated. This will help identify inefficiencies in your day. Those informal conversations with co-workers can be valuable, but if they are taking five hours out of your workweek, that is more than 12 percent of your time! For time-management masters, a time log will help you further identify areas to curb.

4. Do what is most important. Time management is not just doing more; it is doing what is important. Jotting down what you have to do is not enough, especially if it is scattered on sticky notes. The most important part of time management is identifying what is important: to you, your boss, your staff, and the organization. Use that to decide what to tackle, and do it when you have your best boost of energy, such as first thing in the morning.

5. Stop working in crisis mode. If it seems like you are always putting out fires, here are some tips to stop that cycle:

- **Set realistic deadlines.** Many crises occur because people rush through their work to make tight deadlines. So, when you are involved in setting time frames for big projects, add a cushion to allow for emergencies that will inevitably arise.
- **Prevent recurring ‘emergencies.’** If you encounter the same emergencies repeatedly, find a way to fix them for good. If an employee keeps making the same mistake, hold him or her accountable with a progressive discipline deadline. If a vendor keeps getting your order wrong, start searching for a new vendor.



You cannot add any hours to the day, but you can get the most out of the ones you spend in the office. At the end of the day, you will not only feel accomplished, you will feel confident that you have a handle on everything. You will know that the hours you spent in the office were productive, and that your positive mood will last. When you arrive at work the next day, you will feel refreshed and energized, ready to tackle the day’s challenges.

Get ready to add more time to your day!



**Coming to two locations in
The Archdiocese of Galveston-Houston**

On-site Mammography

Courtesy of the Mobile Mammography Program of



WHO IS ELIGIBLE?

You are eligible, if you:

- Are a female, age 35 or older
- Do not have any breast symptoms or problems
- Are not currently pregnant or Nursing
- Do not have breast implants
- Have not been diagnosed with breast cancer within the past 2 years
- Have not had a mammogram in the last 12 months

The Rose is Houston's leading non-profit breast cancer organization providing screening and diagnostic services with a personal touch since 1986.

HOW IS THE COST COVERED?

- Employees insured by the Archdiocesan Medical Plan are covered at 100% with *no deductible* and *no co-payment*.
- The Rose accepts most insurance plans.
- If uninsured, women can find out if they qualify for a free mammogram.
- The Rose also offers a reduced rate cash price.

www.The-Rose.org

WHEN CAN I PARTICIPATE AND HOW DO I REGISTER?

ST. DOMINIC VILLAGE

Thursday, August 18, 2011

Register by contacting:

Melissa Olsen
713-741-8719

msensen@stdominicvillage.org

or

Susan McDaniel
713-741-8738

smcdaniel@stdominicvillage.org

DOWNTOWN CHANCERY

Tuesday, August 23, 2011

Register by contacting:

Rebecca Shepard
713-652-8221

rshepard@sarchgh.org

or

Yrima Wheaton
713-652-8276

ywheaton@archgh.org

THIS IS A VALUABLE AND CONVENIENT OPPORTUNITY FOR WOMENS' HEALTH AND WELLNESS!

We believe in the importance of breast screening and know that early detection is the key to survival. Registration is limited so don't wait to call.

We encourage all eligible women to take advantage of this screening opportunity or to schedule a breast exam and mammogram with your regular health care provider.

Open to employees & residents

**The Cost of Breast Cancer
Is Too High.
We've Made It Our Mission
To Lower It.**



Human Resources “Go To” List

A handy way to know who in HR to contact for services or answers

If you need . . .	Go to . . .
<ul style="list-style-type: none"> Employee relations support Leave of absence, including FMLA, Short Term Disability, Long Term Disability, Parental and Catastrophic leaves 	<p>JEANNIE NELSON Manager of Employee Relations jnelson@archgh.org—713-652-8266</p>
<ul style="list-style-type: none"> Safe Environment program questions or concerns VIRTUS requirements Safety/security of personal volunteer information Volunteering with children/youth in the Archdiocese 	<p>JULIE BLEVINS Manager of Safe Environment jblevins@archgh.org—713-652-4401</p>
<ul style="list-style-type: none"> PDS/Vista system questions Benefit reporting Strategic Wellness Team Coordinator 	<p>MONICA NOLASCO Manager of HRIS Services mnolasco@archgh.org—713-652-8265</p>
<ul style="list-style-type: none"> Questions about your paycheck Corrections or updates to your personal information – Chancery Contributions to a 403(b) retirement savings plan 	<p>MONICA NOLASCO Manager of HRIS Services mnolasco@archgh.org—713-652-8265</p>
<ul style="list-style-type: none"> General questions about healthcare benefits DEH billing Continuation of Benefits 	<p>REBECCA SHEPARD Benefit Coordinator rshepard@archgh.org—713-652-8221</p>
<ul style="list-style-type: none"> Employee personal records—Parishes and Schools General questions about healthcare benefits Death claims processing 	<p>YRIMA WHEATON HRIS Coordinator ywheaton@archgh.org—713-652-8276</p>
<ul style="list-style-type: none"> General questions about the Archdiocesan Pension Plan Pension Estimates 	<p>LINDA ALBERT Pension Specialist lalbert@archgh.org—713-652-8222</p>
<ul style="list-style-type: none"> Questions about VIRTUS registration and database Questions about compliance reports or workshop scheduling 	<p>ISABEL GUERRA Program Coordinator iguerra@archgh.org—713-652-8298</p>
<ul style="list-style-type: none"> Safe Environment Compliance Employee Background Screening Process Tuition Reimbursements 	<p>JENNIFER RODRIGUEZ Compliance Coordinator jrodriguez@archgh.org—713-652-4443</p>
<ul style="list-style-type: none"> Job Posting Onboarding New Hires 	<p>AMELIA MERINO Legal/HR Administrative Assistant amerino@archgh.org—713-652-4426</p>

Benefit Vendor Hot Lines

Health Benefit claims questions	Principal Customer Service: 1-866-484-6534
Pharmacy benefit questions	CVS/Caremark Customer Service: 1-877-683-6838
Vision benefit questions	Online: VSP.COM Call: 1-800-877-7195
Confirmation of past attendance in VIRTUS training	VIRTUS website - log in www.virtusonline.org and to “training” tab
Employee Assistance Program (EAP)	Online: guidanceresources.com Web ID: EAPBusiness; Call: 1-877-595-5281
Short Term and Long Term Disability claims	Sun-Life Financial: 1-877-932-7287
Identity Theft Protection	Sun-Life Financial: 1-877-409-9597—Membership number: 01-AA-SUL-100101
Assist America Emergency Travel Assistance	Sun-Life Financial: Within the U.S.: 1-800-872-1414; Outside U.S: 1-301-656-4152