LOVE THE SUN, LOVE YOUR SKIN!

Guidelines for Sunscreen Protection

Summer means more sunshine and more time outdoors. Both of these things make the summer season so enjoyable for many. Although it is recommended to use sunscreen all year round, more vigilance is called for during the sunny summer months. Being wise about using sunscreen will help reduce your risk for skin cancer and for early signs of aging. Understanding the limitations of sunscreen is important, too.

Last year, the U.S. Food and Drug Administration (FDA) outlined new sunscreen rules. Test your knowledge to see if you are aware of the new guidelines and if you understand how to use sunscreen for optimum protection.

Sun Safety Tips:

- Use sunscreens with broad spectrum SPF values of 15 or higher regularly and as directed.
- Limit time in the sun, especially between the hours of 10 a.m. and 2 p.m., when the sun’s rays are most intense.
- Wear clothing to cover skin exposed to the sun; for example, long-sleeved shirts, pants, sunglasses, and broad-brimmed hats.
- Reapply sunscreen at least every 2 hours, more often if you’re sweating or jumping in and out of the water.

To help consumers select and use sunscreens appropriately, the final FDA regulations include these additional labeling provisions:

- Sunscreen products that are not broad spectrum or that are broad spectrum with SPF values from 2 to 14 will be labeled with a warning that reads: “Skin Cancer/Skin Aging Alert: Spending time in the sun increases your risk of skin cancer and early skin aging. This product has been shown only to help prevent sunburn, not skin cancer or early skin aging.”
- Water resistance claims on the product’s front label must tell how much time a user can expect to get the declared SPF level of protection while swimming or sweating, based on standard testing. Two times will be permitted on labels: 40 minutes or 80 minutes.
- Manufacturers cannot make claims that sunscreens are “waterproof” or “sweat proof” or identify their products as “sunblocks.” Also, sunscreens cannot claim protection immediately on application (for example, “instant protection”) or protection for more than two hours without reapplication, unless they submit data and get approval from the FDA.

Article Resource: http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm258416.htm
Did you do your homework? Were you able to take some time to notice what triggers you to identify someone as “difficult” and then tune in to your expectations and personal boundaries? If so, what did you discover about yourself?

As a refresher from last month’s article, in his book, *Difficult People: Working Effectively with Prickly Bosses, Coworkers, and Clients*, John Hoover states that, generally speaking, the problems we encounter with a difficult person arise from **conflicting expectations** and/or **unclear boundaries**. Misaligned, unexpressed, or non-negotiated expectations can cause friction among employees. Additionally, unclear or disregarded boundaries can also prompt the designation of being a difficult person.

So, how can we address these issues in the workplace? One thing to realize is that we often see the person as the problem and rather than the behavior. When something is done that gets “under our skin”, our emotions get involved and objectivity can go out the window. At this point, we tend not to think of solutions to deal with the challenge of another’s behavior because we’re focused on our own feelings and emotions. To explore this idea and to gain a better understanding of yourself, complete Hoover’s **self-assessment quiz** which focuses on this concept of “problem versus the solution”.

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**When I encounter a difficult person at work, I:**

- **A)** compare myself to that person to see who is right  
  B) walk the other way as fast as possible  
  C) pause for a moment to reflect on why I find the person difficult.

- **A)** determine which of us has more authority within the organization to use against the other  
  B) avoid all contact with that person  
  C) purposely have more casual contact with that person to see if I’m getting the whole picture.

- **A)** determine which of us has more authority among the staff to use against the other  
  B) plot how I can defend myself against any and all use of authority against me  
  C) study how institutional and popular authority issues can help build a bridge between us.

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**A)** keep score of his crimes against me  
B) try to pretend there is no friction  
C) think about what’s bothering me and try to understand why I find this person’s actions so irritating.

- **A)** find out which subordinates are on my side  
  B) assume all my subordinates are against me  
  C) assume all my subordinates are friendly and reasonable until they prove otherwise.

- **A)** find out which coworkers are on my side  
  B) assume all my coworkers are against me  
  C) assume all my coworkers are friendly and reasonable but might have their own to deal with.

- **A)** find out which superiors are on my side  
  B) assume all my superiors are against me  
  C) consider that whatever is causing the person difficulty might have nothing to do with me.

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Article Resource:  

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*Continue on to next page*...
Hoover’s self-assessment quiz continued...

When I encounter a difficult person at work, I:

- A) quickly strategize how to attack first
- B) quickly dig a bomb shelter and crawl into it
- C) strategize how to remove all misunderstandings.

- A) get in his face as a warning not to mess with me
- B) run and tell my boss that I’m being harassed
- C) treat the other person with respect regardless of how he treats me.

- A) find some people who seem to be neutral about the difficult person and go to lunch to talk about the situation
- B) cut off all contact with that person and use all of my influence to cut off her resources
- C) invite the difficult person to lunch to find common ground.

Analysis:

Give yourself 2 points for every A answer, 1 point for every B answer, and 0 points for every C answer.

15—20  You’re aggressive and too quick to play the blame game. You may lack the skills and temperament to deal with difficult people in a collaborative way. Use aggressiveness to solve the problem, not to attack the person, or you risk becoming difficult.

8-14  You deal with conflict by avoiding it. You assume the worst, build defensive walls, and avoid confrontation. You tend to deny that you could be part of the problem.

0-7  You seek solutions and see people for their potential rather than regarding them as problems. You prefer collaboration to conflict. You make an effort to improve communication and cooperation with others at every level of the organization.

Did you discover anything new about yourself as a result of completing the self-assessment tool? The overarching thing to remember is, as Hoover explains, “Once we’re provoked and begin to react emotionally, our perception becomes distorted. We might be convinced that the person is the problem, in most cases it’s something the person is doing—their behavior—that’s really driving us nuts.”

As much as we try not to put labels on people, sometimes doing so can help us to understand certain types of behaviors that people exhibit. The goal is to figure out how we might address the behaviors if we are feeling challenged by them during our time at work. Hoover, like many others who write about working with difficult people, has categorized some of these individuals for us. In his book, he offers some insight as to what might make these individuals tick and provides some suggestions on how to address the individual’s behavior if it is triggering a negative response within us.

Hoover identifies ten types of challenging personalities in the workplace.

- **Slave Driver** - makes unreasonable demands on your time, resources, and attention
- **Black Hole** - takes everything you can give and then asks for more
- **Minutiae Monster** - inefficient, unfocused, and obsessed with details
- **Busybody** - doesn’t respect personal and professional boundaries
- **Recluse** - isolates and does not communicate with coworkers
- **Bully** - deliberately intimates others
- **Liar** - deliberately breaks the rules and misleads you
- **Outlaw** - doesn’t play by the rules unless they are their own
- **Blamer-Complainer** - blames you and others for their mistakes
- **Know-It-All** - claims to know everything about everything

Do you feel challenged by any of these behaviors in a coworker, or do you recognize yourself in any way? If so, you might benefit from borrowing Hoover’s book from the EAP Lending Library to learn more about how to understand and address these difficult behaviors.

Remember — we cannot change another person. We can only change ourselves. We can make efforts to focus on improving the relationship we have with a difficult person and hope to influence the person’s challenging behavior by providing some feedback. As Hoover states, “Your power lies in your willingness to alter your own assumptions and attitudes.”

Next month we’ll look at possible ways to provide feedback.


Contact the EAP Office for more information and resources on this topic. bseckerson@albany.edu 442-5483
The Summer Olympic Games start in a few weeks. This year, let’s not just sit and watch these amazing athletes from around the world; let’s use the “Olympic Experience” as an opportunity to inspire us to make healthier choices!

The New York State Employee Assistance Program is launching a state-wide initiative to encourage employees to participate in a 16-day wellness event. Here are some basic details to get you started thinking about joining in on the WellNYS Everyday Olympic Experience:

- Employees and their families can participate.
- Participants will be given a list of 16 healthy behaviors to complete during the run of the Olympics. A tracking form accompanies the registration form.
- Depending on how many of the 16 behaviors are completed, a gold, silver, or bronze certificate of completion will be awarded. Hopes are we’ll all strive to “Go for the GOLD!”
- Special give-away items will be provided to registered participants.
- Two EAP lunchtime programs will take place to help you complete two of the behaviors!

REGISTRATION DEADLINE:
Friday, July 13

To access the registration form, go to:

http://www.albany.edu/eap/images/Olympic_Information_RegistrationTracking_FINAL.pdf
Check out these ideas to help make the Olympic Experience more fun for you and your co-workers!

- Establish a “friendly competition” within or between departments. Perhaps each team/department identifies itself as a country to play off of the idea that countries compete against each other in the Olympics!
- Invite participating co-workers to choose one healthy behavior and complete the behavior together.
- Coordinate a “salad bowl luncheon” to fulfill the “eat a variety of 5-7 fruits and vegetables” healthy behavior. (See page 6.)
- Take a 20 minute lunchtime walk together.
- Post a torch or picture of the Olympic Rings in a central area of your workspace and have everyone who is joining the Olympic Experience sign it to indicate their commitment.
- Supervisors, looking for something to do this summer to “lighten things up” and spark some “friendly competition” in your office or department? The WellNYS Everyday Olympic Experience might be the answer! This program offers a great opportunity for departments to rally together to support each other in achieving the goal of meeting this wellness challenge.
- Be sure to attend the EAP-sponsored Lunchtime Wellness Programs scheduled during the 16 days to help achieve TWO of the healthy behaviors. More details to come about those events!

Can UAlbany employees earn more awards than other participating SUNY schools?
Salad Bowl Luncheon

A healthy, fun way to share lunch with your co-workers!

Want to create a fun way to gather co-workers together for lunch AND to fulfill one of 16 healthy behaviors in the WellNYS Everyday Olympic Experience challenge? Try organizing a Salad Bowl Luncheon! Here are the basic things you’ll need:

- A room with table and chairs which can accommodate the number of participants
- Large table for ingredients that participants will share with each other
- Paper plates, utensils, several large bowls

For a packet of instructions including a sample sign-up sheet, contact EAP Coordinator, Brenda Seckerson. The packet can be sent via email or campus mail. bseckerson@albany.edu 442-5483

With local fresh vegetables and fruit available, summer is a perfect time for a Salad Bowl Luncheon!

Speaking of vegetables... Do you love eggplant? If so, check out this yummy and healthy grilled eggplant sandwich recipe!

New Books in the EAP Lending Library!

Contact the EAP Office to set up a time to stop by to browse through the EAP library, or check the EAP website library page to access a list of titles. Materials can be sent through campus mail. We request that employees return materials within two months.

- 12 Elements of Great Managing
- Working With You is Killing Me: Freeing Yourself From the Emotional Traps at Work
- 30 Lessons for Living: Tried and True Advice from the Wisest Americans
- This is Not the Life I Ordered: 50 Ways to Keep Your Head Above Water When Life Keeps Dragging You Down
- Healing Trauma Through Self-Parenting: The Codependency Connection

e-Bites Recipe printed with permission by Personal Best Publications.
One of your benefits as an employee of the University at Albany is access to the Employee Assistance Program (EAP). EAP’s mission is to provide services to support a healthy, productive workforce. Available to all employees is the use of the voluntary, confidential Information, Assessment, and Referral Service provided by UAlbany EAP Coordinator, Brenda Seckerson.

Is there a concern that you know you need to address but just haven’t taken the time to do so? Is there an issue at home or work that is having an effect on your ability to be as productive as you need to be? Early intervention is the key! You don’t need to deal with it alone. Support is available through UAlbany EAP. Whether it is family and relationship issues, work stress, interpersonal difficulties, substance abuse or dependency, aging parents, therapist referrals, legal matters and/or financial concerns, employees can take advantage of the confidential assistance available from EAP.

To schedule an appointment for an Information, Assessment & Referral session, contact

Brenda Seckerson,
UAlbany EAP Coordinator
Call 442-5483
or email
bseckerson@albany.edu

Confidential support, information, and referrals are available to assist you in finding a way to address your concerns.

Employee Assistance Program-sponsored events and services are open to UAlbany and Research Foundation faculty, staff, family members, UAS employees, GSEU members, and retirees.

The real voyage of discovery consists of not in seeking new landscapes but in having new eyes.

~ Marcel Proust, 1871-1922
French Novelist & Essayist
The New York State Employee Assistance Program is a joint labor/management program and a negotiated benefit. EAP Coordinators are a confidential and neutral resource for employees. The use of EAP is on a voluntary basis.

Disclaimer: The material and links in this newsletter are presented for educational and informational purposes only and do not serve as any endorsement by EAP. This information is not intended to replace the advice of your qualified health professional.

EAP website: [http://www.albany.edu/eap](http://www.albany.edu/eap)