

Vitality

Dickinson

Human Resource Services

December 2016

Volume XI | Issue 5

New Year Social

January 14, 2017 | Holland Union Building | 7-11 p.m.

We are truly excited to celebrate the New Year with all employees of the college! Invitations for the January 2017 New Year Social have been sent via interoffice mail to each regular full-time/part-time faculty/administrator/staff member (plus guest). Please remember to register for this event in [CLIQ](#). Please pick-up your tickets on or before Friday, December 16 at one of the following campus locations during regular business hours:

- Facilities Management Office, 5 N. Orange St.
- FAS Mail Center, lower level of the HUB
- Human Resource Services, 55 N. West St.

If you would like your ticket(s) sent via interoffice mail, please send an email to hrrservices@dickinson.edu, or call ext. 1503. For event details, please visit the New Year Social event webpage at: www.dickinson.edu/newyearsocial



@DickinsonHR #dsonsocial

SAVE THE DATE! FACULTY & STAFF TALENT SHOW—SATURDAY, APRIL 8, 2017



Can you sing or dance? Are you a comedian? Is there a weird talent you want to share with the community? In the spring semester, MOB will be hosting Dickinson's first Faculty and Staff talent show. If you have a special talent that you would like to share with the Dickinson community, please **apply** to be a part of the show! The show will take place on Saturday, April 8 with a dress rehearsal the night before. A short application to participate will be available in early February, but MOB wanted to get the word out now so everyone can start planning their acts. MOB looks forward to hearing from you and seeing all of your talents! If you have any questions please email mob@dickinson.edu.

Dickinson College Children's Center – Winter Break Closing Schedule Reminder

DCCC will be closed Monday December 19, 2016 through Sunday January 1, 2017. DCCC will re-open Monday January 2, 2017 at 7:30 a.m. Typically the DCCC follows the same schedule as the college's winter break closing. However, this year the college will be closing from Wednesday December 21 through Tuesday January 3. DCCC will not charge families tuition for these two weeks (December 19-23 and December 26-30) during the winter break closedown period.

Benefits & Updates

RETIREMENT PLANNING SESSIONS

TIAA Individual Counseling Sessions

A TIAA representative will be on-campus during the fall semester on:

- **Thursday, December 8**
- **McCauley Room, Old West**

To schedule a personal meeting with TIAA, please visit [their website](#) or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.–5 p.m. on the dates listed above.

Fidelity Individual Counseling Sessions

A Fidelity representative will be available during the fall semester on:

- **Monday, December 5**
- **HUB side room 205**

To schedule a personal meeting with Fidelity, please visit [their website](#) or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.–5 p.m.

New Hires & Retirements

NOVEMBER

Andrea Britton, *Individual Giving*

Richanne Sniezek, *Wellness Center*

Dimitrias Williams, *Dining Services*

We wish a fond farewell to **Michael Sheaffer**, *Facilities Management* who will be retiring on January 6 after 27 years of service to the college.

2016 Year-End Reminders:

ELECTRONIC W-2 INFORMATION

As required by the IRS, Dickinson College furnishes all employees with a Form W-2 Tax and Wage Statement for each calendar year. The W-2 provides details of earnings and tax withholdings for the year.

Dickinson encourages all employees to elect to receive only an electronic Form W-2 through Banner Self Service. If you consented to the electronic W2 last year, your consent will remain in effect for 2016. You can review and update your consent through Banner Self Service.

Employees who consent to receiving an electronic W-2 will not receive a paper form and agree to obtain their W-2 through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, Payroll will mail a paper Form W-2, no later than January 31, via the US Postal Service to the current address on record.

Employees may be required to print and attach a W-2 form to their Federal, State or local income tax return.

Benefits to receiving Form W-2 electronically:

- Electronic W-2 forms promote the college's sustainability efforts
- Electronic W-2 forms are available earlier than the traditional paper forms
- Electronic W-2 forms cannot be lost, stolen, delayed or misplaced by the U.S. postal service or by the employee
- Electronic W-2 forms are available anywhere the employee has access to a computer
- Electronic W-2 forms will remain online for multiple years

How to give consent to receive your electronic W-2

- Log into Banner Self Service through the Dickinson Gateway (gateway.dickinson.edu)
- Click on the Employee Information
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Click the Submit button
- To withdraw consent, follow the above steps

Electronic consent for the 2016 W-2 must be made by December 31, 2016. Contact payroll@dickinson.edu with any questions or concerns.

ADDRESS CHANGE INFORMATION FOR W-2'S

If your address has changed in the last year, don't forget to update Human Resource Services before you leave for the holiday break. The post office will not send your W-2 to a forwarded address that you may have registered with them.

YEAR-END PAYROLL ENTRY REMINDERS

To meet the deadline for preparing the final payrolls of 2016, any payroll changes, including stipend requests, must be submitted to Human Resource Services by **9 a.m. on Thursday, December 15, 2016.**

The deadline for submitting and approving hours for the November 27–December 10, 2016 pay period for bi-weekly and student payrolls will be **9 a.m. on Monday, December 12, 2016.**

The deadline for submitting and approving hours for the pay period December 11, 2016–December 24, 2016 for the biweekly (regular hourly employees) and student payrolls will be **9 a.m. on Thursday, December 15, 2016.**

Semi-monthly and bi-weekly pay advices will be emailed on December 29, 2016 and checks will be mailed to home addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 30, 2016.

Student pay advices for the November 27, 2016–December 10, 2016 pay period will be emailed on December 20, 2016 and direct deposits will appear in student bank accounts on December 21, 2016. Advices for the December 11, 2016–December 24, 2016 pay period will be emailed on January 3, 2017 and direct deposits will appear in bank accounts on January 4, 2017.

If you have any questions, please contact either Jeanne Hillary (ext. 1544) or Polly Willey (ext. 1725) in the Payroll Office or by email at payroll@dickinson.edu.

COMPLIANCE ANNOUNCEMENTS & REMINDERS

Emeriti 2015 Summary Annual Report

The 2015 Summary Annual Report for the Emeriti Retiree Health Plan has been completed. This report reflects the financial condition and the transactions of the plan for January 1, 2015 through December 31, 2015. You may print and or view a PDF version of this report at: www.dickinson.edu/summaryplandocuments or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

Tax Deferred Annuity & Defined Contribution Retirement Plans 2015 Summary Annual Reports

The 2015 Summary Annual Report for the Dickinson College Tax Deferred Annuity and Defined Contribution plans has been completed. These reports reflect the financial condition and the transactions of the plan for January 1, 2015 through December 31, 2015. You may print and or view a PDF version of this report at: www.dickinson.edu/summaryplandocuments or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

GETTING THE MOST OUT OF YOUR DENTAL BENEFITS

Insurance plans can feel complicated and overwhelming. Knowing where to look for helpful information and understanding the basics can make it all much simpler. Getting to know your United Concordia Dental benefits before your next dental visit is a great way to ensure you are maximizing the coverage your plan has to offer. Below are tips to get the most out of your plan:

Select an in-network dentist: Network dentists agree to accept United Concordia's discounted fees as payment in full for covered services. Non-network dentists can charge you more. This means you'll lower your out-of-pocket expense using a network dentist. Ask around to get a good referral. You can also visit UnitedConcordia.com for a list of participating network dentists in your area.

My Dental Benefits: Most benefit questions can be conveniently answered online using our simple, self-service member portal. Create a *My Dental Benefits* account to manage your insurance coverage better. Use your *My Dental Benefits* account to: check claim status quickly, see your summary of benefits, print ID cards, and find a dentist.

Predetermination: If your dentist recommends extensive treatment, ask your dentist to submit a predetermination or *pre-treatment estimate* to United Concordia. A predetermination lets you know what procedures will or won't be covered prior to receiving services. It calculates the total amount you owe and what your plan will cover based on your coinsurance amounts. It also notifies you of alternate treatment options covered by your dental plan.

For more information about your dental benefits and helpful oral health information, visit www.unitedconcordia.com

Community News & Events

Save the Date!

HEARTCHASE AT DICKINSON COLLEGE

Saturday, April 22, 2017

Check-in: 8 a.m. | Games begin: 9 a.m.

To join in the fun—start your own team, or join a team now! This brand new event features games, education for the entire Carlisle Community. Get your game on! HeartChase is a good-cause community adventure game. It's a fun and frenzied pursuit of hidden rewards and healthy lives. And best of all, it's a chance to help our community and the American Heart Association chase away heart disease for good. Teams of 2-5 people will compete against other teams in a chase through the community. Each team will face multiple checkpoint challenges and locate Power Ups all while tracking progress in the HeartChase Mobile Game App. The team with the most points at the end of the clock wins! But HeartChase doesn't start (or end) there... Visit the website below for more information about HeartChase at Dickinson College: http://honor.americanheart.org/site/TR?fr_id=4939&pg=entry

2016 UNITED WAY PACESETTER CAMPAIGN

Dickinson College was again a Pacesetter for the [United Way](#) of Carlisle & Cumberland Valley's annual campaign this year. We held our [campaign](#) early—wrapping up in early September—to help set the pace for the larger community's fall campaign.

Our goal for this year's campaign is \$35,000 and 15 percent participation by Dickinson employees. Because all of the fundraising costs are underwritten by Allen Distribution, Keen Transport, Hooke Hooke & Eckman, M&T Bank and proceeds from Dickinson's U-Turn, **100 percent of your contribution goes directly to community programs** providing everything from educational opportunities for children to food for those who cannot afford it.

If you have not completed your pledge form, and still want to participate—there is still time! To support the [campaign](#) and help make a difference in Carlisle and throughout Cumberland County, please fill out the form and return it to Miriam McMechen in Financial Operations by December 20. [A downloadable, text-friendly form is available!](#) If you would like to contribute directly to any of the [United Way funded agencies](#), you can designate your contribution accordingly as part of your United Way gift. Thank you, again, to all for your very generous donations during the 2016 United Way Pacesetter Campaign this fall!

INFO(ON) TECH

Angella Dagenhart, User Services

Tech Tips to Make Your Holidays Happier

Many of us look forward to the holidays with a mixture of anticipation and trepidation. While we enjoy opportunities to socialize, share good food, give gifts, and deck our halls, we hate the stress related to making sure all of those things go off without a hitch. Luckily, there are some great tech tools that can keep us on track during the holidays.

As we start to think about what needs to be done in preparation of our holiday celebrations, having a planning tool can come in handy. **Wunderlist** (wunderlist.com) and **Trello** (trello.com) are two such tools. Each has an easy interface to capture all of our holiday “to-dos.” Better yet, you can collaborate with others by creating lists and sharing them out—you can even delegate tasks. If you're looking for an easily accessible tool, one of my personal favorite to-do apps is a browser extension called **Momentum** (momentumdash.com). This sleek tool turns every new browser tab you open into a beautiful to-do list.

Traveling can be another source of stress during the holidays. Before you step out the door, make sure you have all of the essentials with **PackPoint** (Android, iOS: free). By feeding in information about the destination and nature of your trip, the app provides a checklist of essentials you should bring along. If you're traveling by air this season, **Hipmunk** (Android, iOS: free) helps you find flights and hotels, pulls reviews from sources like **TripAdvisor**, provides information about flight quality. It even has a map to show dining, shopping, and entertainment close to your hotel. Whatever your travel plans, make sure you protect your home by resisting the urge to share your “away” status on social media, leaving you vulnerable to a break in. Save your photos to your phone then share the fun you had when you get back.

Speaking of capturing those special moments, go-to apps like **Snapseed** (Android, iOS: free) can make nearly any photo look like a pro was behind the lens. Once you have that perfect pic, share it out using go-to apps like **Instagram** (Android, iOS: free) or **Cluster** (Android, iOS: free).

Speaking of social media, be sure you get the permission of those in a photo before you share it out. This is especially true with kids. Ask their parents for permission and be prepared to answer questions about your audience. When you are finally together with friends and family, the most important tech tip to remember is to put it down. **Being present in the moment is far more important than documenting it.**

DOWN ON THE FARM

Jenn Halpin, College Farm

Often times I am asked by students and colleagues about strategies for deciphering between the growing number of labels that we are confronted with at the grocery store. “Organic”, “Cage-Free”, “Fair Trade” and “All-Natural” are common claims that we find as part of the glossy packaging of food purchased from stores. What do these terms really mean and why should we care?

For many, food labeled “Certified Organic” is of upmost importance. As a term it reflects rules and guidelines followed by farmers that prohibit the use of production inputs like synthetic chemicals, genetically modified organisms and sewage sludge (among many other things!). Certified organic farms, whether vegetable, meat or dairy are regulated by third party organizations who enforce the rules set by the USDA and National Organic Program (NOP). Certified Organic farms are inspected on an annual basis to ensure the integrity of the label.

When purchasing processed food labeled “Certified Organic” it is worth mentioning that there are variations of this term. Labels reading “100% organic” mean exactly that, however, “organic” indicates that at least 95% of the ingredients listed in the processed item are certified organic. If less than 70% of the ingredients in a product are not from certified organic sources, it cannot use the USDA Organic seal.

When considering items like eggs, meat and dairy it is worth mentioning that the Certified Organic seal reflects practices that include livestock being fed certified organic feed, grass or hay, the use of botanically-derived medicines, the exclusion of growth hormones and antibiotics and an adherence to general animal health and welfare practices. Allowed access to the outdoors is also stipulated under USDA Certified Organic standards though animals are not required to live outside. In the case of poultry production, cages are prohibited. At this time, the only label associated with eggs that is regulated by the government is the USDA Certified Organic seal. Unfortunately, labels like “cage-free”, “all-natural” and “pasture-raised” are claims that may or may not fully embrace the connotation of the term.

There is more to be said about food and labeling than can fit in this column. As a general rule of thumb, consumers who purchase “close to the source” are more likely to clear the hurdles presented by labels and deciphering between true and false claims. Shopping within the local food system enables real-time opportunities to ask questions, observe farming practices and most importantly to cultivate relationships with the farmers behind the food.

Professional Development & Wellness Events

Digestive Health

Presented by Carlisle Regional Medical Center, Wellness Works
Thursday, December 1 | HUB Social Hall West | noon–1 p.m.
Does your stomach bother you after eating? Do you wonder what all of the gurgling or squirminess is about after a delicious meal? Proper diet and nutrition help keep you healthy, but sometimes genetics and physiology influence our digestive health as well. Attend this session to learn more information about digestive health, ways to enhance this along with treating potential issues that may develop.

Mix it up in a Jar!

Presented by Pennina Yarsharpour, RD LDN, Wellness Center
Tuesday, December 6 | Stern Center, room 102 | noon–1 p.m.
Wondering what to give as a holiday gift this year? Participants attending this session will create homemade mixes (i.e. soup) to give as a gift just in time for the holidays. Recipes included!

Who Has Time to Cook?

Presented by Tiffany Waardenburg, RD, LDN, ACSM-CP; Carlisle UMed Gym
Wednesday, December 7
Stern Center, room 102 | noon–1 p.m.
Cook once—eat all week! Life is way too busy, and time flies by before you have a moment to turn your head. How does a busy working person find the time to create nutritious meals that are healthy, appetizing and quick? With work, school, chores, family time... who has time to cook? Come learn how to stock your pantry for quick, healthy meals, shop smart, batch cook, and, ultimately, **save time and energy** on healthy cooking for you and your family!

Therapeutic Massage

Offered by Camille Baughman & Associates
Thursday, December 8
Check-in: Mary Dickinson Room, by appointment only
As the end of the semester draws near, reward yourself by taking a few moments out of your day to participate in a relaxing table or chair massage. Besides the obvious benefits of relieving stress, massages also help to relax muscles, improve circulation, and offer better flexibility. It is an opportunity to take a healthy break from work! Sessions are 25 minutes in length with a **\$10 co-pay** due at your appointment. Participation is limited to one session per employee. Privacy screens will be in place.
Pre-registration and an appointment is required. Space is limited. Please note: Registration is limited to employees of the college only.

Professional Development & Wellness Events

Financial Wellness: Tax Strategies

Presented by Met Life/Massachusetts Mutual Representatives

Friday, December 9 | Stern Center, room 102 | noon–1 p.m.

This workshop addresses basic tax planning information to help individuals plan in a tax-efficient manner. It includes information on record keeping, tax law changes, state and local taxes, tax credits and tax-deferred programs. Learn more about:

- The differences between federal, state and local taxes
- Maintaining accurate records
- Making the most of tax-deferred programs
- The importance of tax diversification
- Rules for home sales, charitable contributions and child care tax credits

Financial Fitness 101

Presented by Carlisle UMed Gym

Wednesday, January 18

Stern Center, room 102 | noon–1 p.m.

Do you struggle and stress over your home-budget balancing act? It has been said that without your health nothing else matters, but is the pursuit of a healthy lifestyle cost effective in the black and white world of dollars and cents? This will be a discussion of the economics of health and fitness, and we'll also look at budgeting and the financial protection of one's wealth. Plan to attend this session to gain confidence and a better understanding to support your financial fitness.

Bone Density/Osteoporosis—FREE SCREENINGS

Presented by Carlisle Regional Medical Center

Thursday, January 19 | Stern Center, room 102

11 a.m.–noon and 1–2 p.m. by appointment only

Low bone mass is a serious health problem in the United States. It affects approximately millions of people over the age of 45, resulting in more than 1.5 million fractures each year. Eighty percent of people affected by osteoporosis are women. Osteoporosis is usually referred to as a “silent disease,” and it is often difficult to diagnose, because the first warning sign of the disease may be a broken bone. Register now for a free bone density screening in CLIQ via the [Gateway](#)!

FREE Blood Pressure Screenings

Provided by Susan Dworsak, Wellness Works, Carlisle Regional Medical Center

**SESSION DATES, MONDAYS: December 12 & January 23
Mary Dickinson Room, HUB | noon–1 p.m.**

No registration required—walk-ins welcome and expected!

Family Health History—Do You Know Yours?

Presented by Dr. Chad Jumper & Carlisle Regional Medical Center, Wellness Works

Thursday, January 19 | Stern Center, room 102 | noon–1 p.m.

Do you know your family health history? Some do and some don't?! Knowing this information can be instrumental in taking care of yourself and partnering with your own primary healthcare provider. Genetics plays a role in many aspects of health and wellbeing, along with diet, exercise and other environmental factors. Attend this session to learn more about the importance of family health history and how this benefits you and your family members.

Weight Watchers—FREE OPEN HOUSE SESSION

Wednesday, January 18

Meeting Leader: Billie Rae Lerew

SPRING SEMESTER: Wednesdays through March 1

HUB side rooms 202-203 | noon–1 p.m.

Please attend the **FREE**, open-house session on Wednesday, January 18 to find out about the very successful Weight Watchers program! Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. The regular meetings during the spring program provide the inspiration and tools needed to succeed in your journey to health and wellness. Registration (and fee information for the program) is available through CLIQ in the [Gateway](#) for the free open house and the spring session!

Emotional Wellbeing: Recognizing Signs of Distress in Our Community

Presented by Michele Ford, Lecturer in Psychology

Monday, January 30 | Stern Center, room 102 | noon–1 p.m.

Do you wonder about mental health afflictions and how they impact our world generally? We have all seen the commercials for depression and bipolar disorders, but do we really understand what these are, and how to recognize the signs and symptoms of these and other common disorders? If you are curious about mental health and wellbeing, attend this session to learn how emotional wellbeing affects our community and beyond.

REMINDER: Fitness and Exercise Programs for the spring semester begin on campus the week of January 23–27. Watch for announcements in Dickinson Today. Registration for these programs and events is open and available in CLIQ via the [Gateway](#)!

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT
HTTP://GATEWAY.DICKINSON.EDU, E-MAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.



Totara: New Learning Management

Platform Reminder

Working closely with LIS, we are in the process of implementing *Totara*, a learning management platform. *Totara* provides a functionally rich learning platform that will enable the college to offer both Dickinson authored and third party on-line learning, program/event registration, annual performance reviews, job specific learning plans, and a repository for employee transcripts.

Totara is also replacing the college's performance appraisal system, *Review Snap*. Information maintained in the *Review Snap* system (goals, journal entries, and reviews) has been exported and we are working with the *Totara* implementation team to import much of this information into *Totara* in order to make our 2016 performance appraisal process as efficient as possible. Please watch for information and training sessions in the coming months.

Preparing for a Role in Supervision: Module 4— Coaching for Performance

Presented by Dennette Moul, Organizational Development & Training Specialist

Tuesday, December 13 | HUB side room 201 | 9–11 a.m.

This interactive series is for employees looking to prepare for a future in management. The series will cover fundamental skills that all individuals need to know before making that leap into management. The program is comprised of four (4) modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics offered within the program will include:

- **Module 1:** Employment Regulatory Basics
- **Module 2:** Intrinsic Drivers
- **Module 3:** Supervisory Techniques
- **Module 4:** Coaching for Performance

Goal Writing

Presented by Dennette Moul, Organizational Development & Training Specialist

Tuesday, January 10

Stern Center, room 102 | 1:30–3:30 p.m.

Goals are an important part of attaining success. This workshop will review how to write meaningful goals that become the basis for strong performance. A review of Dickinson's goal management as part of our annual review process will be covered.

Understanding FERPA

Presented by Karen Weikel, Registrar

Tuesday, January 17 | Stern Center, room 102 | 10–11 a.m.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of students with respect to information maintained in their education records. Every Dickinson College employee who has access to such information has an obligation to maintain this confidentiality and to protect student privacy. What is an "education record"? What is "confidential information"? What information can you share? Under what circumstances can you share information and with whom? Come learn about FERPA and how to meet your responsibilities under this statute. Bring your own lunch to enjoy during the event.

Protecting Our Community

Presented by Dana Scaduto & Dennette Moul

Thursday, January 19

NON-SUPERVISORS FACULTY & SUPERVISORS

Althouse 106

9:30–10:30 a.m.

Althouse 106

2:30–4 p.m.

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating workplace behavior. Our program involves a combination of in-person and web-based modules to provide a comprehensive approach to ensuring that all employees receive the information necessary to recognize, address and support a harassment and discrimination free workplace.

New employees are required to complete two web-based modules:

1. Workplace Harassment Prevention
2. Campus Save Act

and attend *Protecting Our Community* within the first year of employment.

Faculty and Staff are required to complete the two web-based modules once every two years:

1. Workplace Harassment Prevention
2. Campus Save Act

and attend the facilitator-led *Protecting Our Community* once every six years.

This revised program addresses workplace harassment and discrimination, how and where to report issues, and the protection of minors.

Professional Development & Wellness

ANNOUNCEMENTS & REMINDERS

Physical Wellness Program Incentive Prize Winner for October

Congratulations to **Stacy Rohrer, Music**, for being the Physical Wellness incentive prize winner for the month of October 2016, for participation in exercise/fitness programs! Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via CLIQ will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an email to devwell@dickinson.edu or call ext. 8084.

PROFESSIONAL DEVELOPMENT & WELLNESS PROGRAM REGISTRATIONS AND ATTENDANCE

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the [Gateway](#) via CLIQ or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

2016-2017 HOLISTIC HEALTH INCENTIVE PROGRAM: Healthy Rewards Incentives & SWAY!

New for this year, we are moving the online **HHIP Healthy Rewards** portal and tracking to **SWAY** in Office 365. In light of last year's online tracking experience and feedback, we have simplified the Holistic Health Incentive Program tracking by designing a more user-friendly portal in **SWAY** within the Office 265 online portal. All Dickinson employees have access to Office 365, and can sign in by clicking the link at the bottom of any Dickinson webpage using your network *username and password*. Once you are in Office 365, simply click the following link to access this year's incentive program:

<https://sway.com/5eSg11uWdcdb7daT>

Employees can review the program outline and complete the online form at the bottom of the SWAY Healthy Rewards portal page. The incentive form is embedded into the page—so this is a one-stop process and does not require multiple page access! For questions or assistance with this new process, simply send an email to devwell@dickinson.edu or call ext. 8084.

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

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