

Vitality

Dickinson

Human Resource Services

October 2017

Volume XII | Issue 3

United Way Day of Caring

Friday, October 6

MEET AT ALLISON HALL: 8 a.m.

Dickinson employees are invited to participate in this year's United Way Day of Caring! The event will be held on **Friday, October 6 from 8 a.m.–1 p.m.** The day will start with a kick off hosted at Allison Hall at 8 a.m., where volunteers will meet with their groups and collect their LIVE UNITED t-shirts. At 8:30 a.m., groups will head out to their assigned project at a local non-profit. Volunteers will have the opportunity to learn about the great work our local organizations do on a daily basis and roll up their sleeves to support their efforts. After finishing their projects and working up an appetite, volunteers are invited to have lunch from noon–1 p.m. at the LeTort Park Pavilion. Day of Caring is an incredible opportunity that allows participants to help organizations that help so many of our community members! [Enroll and register now online via Totara under Community Volunteer Events](#), and complete your sign-up process today by clicking on the **United Way Day of Caring** registration link within the course.

***Community Service Reminder:** *The college's mission speaks to the importance of creating engaged citizens; Dickinson supports our employees in their pursuit of civic engagement by allowing individuals to take up to eight (8) hours of paid time on an annual basis to perform community service. Employees must first receive approval from their supervisors before registering for community service programs. Current opportunities include the Down on the Farm: Harvesting Dickinson and United Way: Day of Caring. With permission of their supervisors, employees may also request to volunteer their time to other community-based programs or activities.*

2017 UNITED WAY PACESETTER CAMPAIGN UPDATE



Dickinson is a Pacesetter for the United Way of Carlisle & Cumberland

Valley's annual campaign once again this year. Our Pacesetter campaign began in August and wrapped up in early September—to help set the pace for the larger community's fall campaign. If you have not submitted your United Way donation form, you may still do this through the end of December 2017.

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.

You should have received your 2017 Campaign Pledge form through campus mail in early August. To support the campaign and help make a difference in Carlisle and throughout Cumberland County, please fill out the form and make your donation by December 31 if you have not already done so. 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 to all employees and retirees who have already donated to the 2017 United Way Pacesetter Campaign! Your donations are greatly appreciated.*

Retirement Planning Sessions TIAA INDIVIDUAL COUNSELING SESSIONS

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

- **WEDNESDAY, OCTOBER 18**
HUB side room 201
- **THURSDAY, NOVEMBER 16**
HUB side room 201
- **TUESDAY, DECEMBER 12**
HUB side room 201

To schedule a personal meeting with TIAA, please visit www.tiaa-cref.org/moc 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 upcoming fall semester on:

- **FRIDAY, NOVEMBER 3**
HUB side room 201

To schedule a personal meeting with Fidelity, please visit www.fidelity.com/atwork/reservations 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.

TIAA Educational Webinars

Would you like to learn more about saving or retirement or planning for the future, but don't have the time to attend a live information session? TIAA offers free on-demand, online webinars on a variety of topics. *Click the link below to access a full listing of the available upcoming webinars for 2017:*

[VIEW AVAILABLE TIAA WEBINARS](#)

If you are not a TIAA account holder, you may register as a guest-user to view these webinars online.

Aetna Individual Consultations AETNA REPRESENTATIVE: JEAN ENDERS

Do you have medical or prescription drug questions regarding your Aetna insurance plan? How does this insurance plan work? What is deductible and coinsurance? Our Aetna representative will be available on campus to help answer your claims questions or inquiries regarding your medical, prescription, and mental health services. Please bring any documents pertaining to your questions such as explanation of benefits, bills etc. To schedule an appointment with Aetna, please register through Aetna, Medical Consumerism & Healthcare Costs course in [Totara*](#) on dates shown below:

- **TUESDAY, OCTOBER 3**
Mary Dickinson Room, HUB | 8 a.m.–12:30 p.m.
- **TUESDAY, OCTOBER 24**
HUB side room 203 | 1–5 p.m.

**REGISTRATION NOTE: If you have not previously registered for an appointment in Totara, from the link provided above you will need to “Enroll” in the Medical Consumerism Course, then “Sign-up” for your appointment by selecting the date and time desired, then click on “Sign-up” again to finalize your registration. Call ext. 8084 for registration assistance.*

RETIREMENTS

We wish the following employees a fond farewell:

Lydia Hecker retired on August 4 after 6 years.

Clair Kiner retired on August 11 after almost 31 years.

James Kuenzie retired on August 17 after 9 years.

Lil McCalister retired on September 1 after 11 years.

John Zimmerman will retire on October 2 after 19 years.

NEW HIRES

AUGUST 2017

Christa Bassett, *Library Services*

Khris Baxter, *Creative Writing*

Juan Benito-Ruano,
Spanish & Portuguese

Luke Bernstein, *Political Science*

Raina Brode, *Dining Services*

Rita Clayton, *Wellness Center*

Sohani Fatehin, *Economics*

Heng Ge, *Library Services*

Sharon Haseman, *Writing Program*

Emily Hays, *Athletics*

Burleigh Hendrickson,
Center for Sustainability Education

Stanley Herman, *Anthropology*

Jacob Jacob, *International Studies*

Ilyse Kramer, *Asbell Center*

Andrey Kukhtenkov, *German*

Joel Lebo, *Dining Services*

Stephanie Mazur, *Center for Service,
Spirituality & Social Justice*

Amanda McGowan,
Facilities Management

Maija Miettinen-Harris,
Art & Art History

Tyler Milfeld, *Policy Studies*

Margaret Moran, *Africana Studies*

Sumaiya Quayum, *Center for
Sustainability Education*

Dale Regis, *Dining Services*

Bridgette Rodgers, *Psychology*

Melissa Taylor, *Wellness Center*

Cheriese Thomas, *Dining Services*

LaShay Thomas, *Dining Services*

Andrea Van Volkenburg, *Public Safety*

Laurel Weaver, *Dining Services*

Tammy Wilkinson,
Facilities Management

Jennifer Williams, *Library Services*

Margaret Winchester, *Health Studies*

Alla Zaytseva, *Russian*

Yanfeng Zhao, *East Asian Studies*

SEPTEMBER 2017

Racyne Flores, *Enterprise Systems*

Caleb Mowery, *Office of CASE*

Christian Payne, *Athletics*

Kyle Rosen, *Office of Marketing
& Communication*

Mark Swab, *Dining Services*

Kasean Edmundson, *Dining Services*

Daniel Hockersmith, *Chemistry*

Anna Kerstetter, *Academic Technology*

Christopher Cox,
Annual Fund & Engagement

Community Programs & Events

Localtunity

LOCALTUNITY has relaunched this fall, and all are invited to participate. This Dickinson College initiative for all students, faculty and staff aims to build community, support the local economy, and buy and eat healthy local food together.

LOCALTUNITY is currently sponsored by the Center for Sustainability Education, Wellness Center, Office of Human Resource Services, Student Leadership and Campus Engagement and Farmers on the Square.

SOME IMPORTANT REMINDERS FOR PARTICIPATION:

- Participants must have *mixed groups of three to seven Dickinson employees and students* to shop at the Farmers on the Square (FOTS) market (3–7 p.m., Wednesdays) together for fresh foods grown by local farmers. Each group must have one or more students and one or more staff.
- Everyone can receive **one** \$5 token per person to use at the market. Groups that agree to cook a meal together with their Farmers on the Square purchases can receive **two** \$5 tokens. You must send a picture to sustainability@dickinson.edu.
- Visit the HUB information desk on Wednesdays, noon–5 p.m., to sign-up. *Participation is limited to two times per Dickinsonian*. Certificates are offered on a first come first serve basis, while supplies last. *Some special terms and conditions apply, so check out the website for more information on the process.*

Community Programs & Events

Down on the Farm: Harvesting Dickinson

Tuesdays and Thursdays through October
8 a.m.–noon

Need a little time out of the office? How about some fresh air outside in nature? Dickinson employees are invited to spend some time at the College Farm as part of a collaborative effort with Human Resource Services. Dickinson employees can volunteer for up to eight hours of community service* activities each year.

Interested Dickinson employees can sign up for one or two 4-hour shifts at the College Farm through October. Weekly shifts are posted in the [Community Volunteer Events](#) course (click link to register now) in **Totara** making it easy for employees to sign up on a date that is most convenient for them. Morning shifts depart from campus at 8 a.m. and return by noon. Transportation to and from the farm is included and will depart from the DPS parking lot.

What does a shift at the College Farm entail?

Employees can expect to engage in light physical work, outside and as part of a team with farm staff and students. Farm shifts take place rain or shine so please be sure to check the forecast and dress for the weather. Hats and water bottles are essential. Transportation for each shift is limited to 10 participants. For more information, send an email to farm@dickinson.edu.

* See policy reminder on page 1 of this issue.

Grapes of Wrath

PRESENTED BY

The Mermaid Players and Department of Theatre & Dance

HOSTED BY

the College Farm, Center for Sustainability Education
and the Civic Engagement Initiative

October 6–9 | 5:30 p.m. | College Farm

Looking for some theatrical entertainment, exercise and fresh air? Attend the upcoming walking presentation of the *Grapes of Wrath!* Tickets are available by calling ext. 1327 or online: www.dickinson.edu/boxoffice

College Farm Walking Tour

Saturday, October 28 | 10 a.m.–noon

Fresh organic produce and fresh air abound at the college farm. If you have never been to this wonderful community resource, this is the perfect opportunity to explore and learn about this terrific resource available to all Dickinsonians. Public tours will be offered from 10 a.m.–noon. Self-guided tours as well as guided tours will leave from the parking area every hour and half hour.

American Heart Association HeartWalk – Save the Date!

LIVE REGISTRATION: 2 p.m.

WALK BEGINS: 3 p.m.

Harrisburg City Island

Join Team Dickinson at:

www2.heart.org/goto/TeamDickinson2017

Join members of Team Dickinson at the annual HeartWalk scheduled for Sunday, October 15 on City Island in Harrisburg. Stretch your legs and get some fresh air on this fall afternoon with your family, friends and colleagues. *Participating in this event is free.* Walkers who decide to do a little FUNdraising will receive a t-shirt for raising \$100 or more to support the American Heart Association. For more information, please visit the website listed above, send an email to diamondj@dickinson.edu or call ext. 8084.



PUBLIC SERVICE ANNOUNCEMENT

South Central PA Opioid Awareness Coalition

The mission of the South Central PA Opioid Awareness Coalition is “to bring together health systems; hospitals; medical, dental and behavioral health providers; pharmacists; and health-care professional associations and organizations to address the opioid addiction and heroin crisis through awareness, education and action.”*

This organization strives to keep the community “safe from prescription pain medication and heroin misuse and poisonings.”* If you know someone who may be suffering or challenged by opioid addiction, please take a moment to visit www.opioidaware.org for resources and information. See below for tips and actions to keep your home and loved ones safe.

ACTIONS YOU CAN TAKE:

- Request or inquire about non-opioid medications or care options for pain
- Keep medications locked up at all times and drop-off unused medications at a safe location for disposal
- Be aware and tell others that healthcare providers “are now asking patients to sign a controlled substance agreement and undergo drug screenings to assist in keeping our community safe”
- Advise doctors and/or pharmacists if you have issues or challenges causing misuse/abuse of medications

* Source: www.opioidaware.org

PRESCRIPTION DROP-OFF LOCATION ON CAMPUS

Do you have old prescriptions that are just sitting in your medicine cabinet? If so, consider dropping them into the prescription drug recycling bin located at the Department of Public Safety in the Kaufman building. Help to make our campus and your home a safer place by disposing of the unused and unneeded medications in a safe, responsible manner!

Updated Employee Injury/Illness Procedures

Have you seen the new employee injury/illness procedures poster on campus? You will notice changes that more clearly communicate what actions an employee or supervisor should take in the event of a major, moderate, or minor injury/illness. The most notable change is that in the event of a major injury or illness, such as symptoms of a heart attack or stroke, profuse bleeding, unconsciousness, extreme breathing problem, deeply impaled object, seizure, or anaphylaxis (along with any other situations that you feel are major emergencies) you should call 911. Calling 911 directly ensures that aid is rendered to a person as fast as possible. The Department of Public Safety does not transport injured or ill employees. No employee should hesitate to call 911. As stated on the poster—all costs incurred as a result of a work-related injury or illness are covered by Dickinson and the employee does not pay for

ambulance or treatment if 911 is called in a good faith attempt to render aid for a work-related injury or illness. Employees are strongly encouraged to call 911 in the event of any medical emergency, even though some medical emergencies may not be work-related.

All employees and supervisors should report all work-related injuries and illnesses to Human Resource Services as soon as they occur, even if they do not seem to be very serious at the time. Doing so ensures that our employees get the best care possible for work-related injuries and illnesses.

PRINT A POSTER FOR YOUR AREA: www.dickinson.edu/injuryresponsematrix

Questions? Contact Ashley Zink, Director of Compliance & Enterprise Risk Management at 717-245-1495 or zinka@dickinson.edu

Notice Regarding Wellness Program

Dickinson College's wellness program is a voluntary program available to all employees. Some portions of the program are available to all employees, whereas other portions are available only to full-time employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others.

Full-time employees who choose to participate in the wellness program in order to be eligible to earn incentives will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). Full-time employees will also be asked to complete a biometric screening, which includes a blood test for Total Cholesterol, HDL Cholesterol, LDL Cholesterol, Triglycerides, and Fasting Glucose, along with blood pressure and BMI. Other optional blood tests offered include the Live Well Health Screen, Ferritin, HbA1c and/or TSH. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will be eligible to receive incentives to be determined each year. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will be eligible to receive incentives.

Additional incentives may be available for employees who participate in certain wellness-related activities. ([For a listing of wellness program and incentive options, please visit Totara via the Gateway.](#)) If you are unable to participate in any of the wellness-related activities, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Jeanette Diamond at 717-254-8084.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks. You also are encouraged to share your results or concerns with your own doctor.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Dickinson College may use aggregate information it collects to design a program based on identified health risks in the workplace, but medical information that personally identifies you is not provided to the college in connection with the wellness program.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information include a physician of your choice if you participate in a biometric screening.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Debra Hargrove at 717-245-1901.

Professional Development & Wellness Events

Demystifying the Mind: Understanding Bipolar Disorder & Schizophrenia

Presented by Michele Ford, Instructor in Psychology

Tuesday, October 10

noon–1 p.m. | HUB Social Hall West

The human mind is an amazing part of the body, and has many intricacies that we have yet to understand and explore. Disorders like schizophrenia and bipolar disorder baffle many, and challenge us to be understanding, empathetic and patient while accepting that we are all unique individuals.

Bipolar disorder and Schizophrenia and differing conditions, though the symptoms of each can be hard to understand and identify. At times, people mistake the symptoms of bipolar disorder for schizophrenia and vice versa. This presentation will introduce the symptoms of each of these disorders, as well as how they are similar and different. Options for treatment will also be addressed. **Enroll and register now in Totara** under the course name, Demystifying the Mind and *sign-up for session titled Understanding Bipolar Disorder & Schizophrenia.*

Flu Vaccine Clinic Days

HUB Social Hall

- **Friday, October 13 | 9–11 a.m.**
- **Thursday, October 26 | 11 a.m.–1 p.m.**
- **Thursday, November 9 | 4–6 p.m.**

The Wellness Center will be providing flu vaccines to employees during a 3-day Flu Vaccine Clinic in the HUB Social Hall. This Wellness Event is co-sponsored by Human Resources and the Wellness Center. All participants will be required to wait 15 minutes following their injection. The vaccine is free of charge to employees, spouses and dependents (ages 18-26 years) at the clinics. Please register for your appointment in CLIQ via the [Gateway](#).

PLEASE NOTE: *You must print and present the completed [Flu Vaccine Clinic Participation Form](#) to the nurse in order to receive a flu vaccine. Please consult with your healthcare provider as needed for any restrictions or special permission based upon your own personal health status.*

Free Biometric Screening

Administered by UPMC Pinnacle Carlisle

Thursday, October 26

7:30–9 a.m. | Facilities Management Breakroom

[Register now in Totara!](#)

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. The number of people with metabolic syndrome increases with age, affecting more than 40 percent of people in their 60s and 70s. Several factors increase your risk for developing the syndrome—high blood pressure, high cholesterol, diabetes or high blood sugar, a lack of physical activity, smoking, and family history.

***Confidentiality Notice:** *Your individual screening results are only provided to you. Only aggregate, de-identified data for all screening participants (data combined together that it is not individually identifiable) is provided to Dickinson College. The aggregate information is used to help the college design a program based on identified health risks in the workplace.*

Professional Development & Wellness Events

Free Blood Pressure Screenings

Walk-in, no appointment needed!

MONDAYS from noon–1 p.m. | Mary Dickinson Room

FALL SEMESTER 2017: October 23, November 20, December 18

SPRING SEMESTER 2018: January 22, February 19, March 19, April 16, May 14, June 18

Sleeping Well to Be Well

Presented by UPMC Pinnacle Carlisle

Thursday, October 26 | noon–1 p.m. | Stern Center, room 102

Everyone knows that without a healthy diet your body starves, but did you know without a healthy night's sleep your body starves in a different way? Sleep deprivation has many impacts on your health including your ability to think, memory processes, metabolism, heart health and more. Enroll in the Wellness Info Sessions course in Totara, and **sign-up to attend this session to learn more!**

CyberSecurity & Identity Theft Prevention

Presented by Members 1st

Friday, October 27 | noon–1 p.m. | HUB Social Hall West

Safeguarding your financial information is an important part of keeping your identity protected. Unfortunately in today's world, there are unscrupulous individuals who are always busy developing new scams for the unsuspecting public. One of the best ways to protect yourself against fraud is to educate yourself about identity theft, scams, and the many ways in which you are become more diligent when online or elsewhere. Enroll in the CyberSecurity & Identity Theft course in Totara, and **sign-up to attend this session to learn more!**

Alzheimers Disease: What Is Happening to My Loved One's Memory?

Presented by UPMC Pinnacle Carlisle & Alzheimer's Association

Thursday, November 16 | noon–1 p.m. | HUB Social Hall East

Do you wonder what is happening to a friend or loved one when they just can't remember things the way they used to? Have they gotten lost in a familiar place or seemed disoriented by situations that surprise you? Alzheimer's Disease is the most common form of dementia, affecting the brain's abilities in a variety of ways—but it is not a normal part of aging. Enroll in the Wellness Info Sessions course in Totara, and **sign-up to attend this session to learn more!**

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.

Career Development Conference Fund Reminder for Non-Exempt Staff

The college supports all employees continual growth and development (both personally and professionally) as members of a learning institution. Employees are encouraged to identify possible opportunities that will offer assistance in the work they perform at the college. Supervisors should support employees by suggesting learning and development opportunities as part of the performance evaluation discussion as well as throughout the year. Both on-campus and off-campus opportunities may exist for employees. For on-campus programs, employees can regularly review the list of professional development events offered by Human Resource Services, User Services, and other campus departments. However, gaining specialized knowledge in a person's field may require attending off-campus workshops and conferences.

Nonexempt employees are eligible to participate in the *Conference Fund* offered by the college to support attending training seminars or workshops off-campus. Supervisors must confirm that the program would enhance particular skills related to the work of the department. Funding is limited to \$200 per person per year to be used for registration fees. Requests will be funded on a first come, first served basis until the budget for the fund has been exhausted. *The Conference Fund* will not be used to pay for certifications that are required by an employee's position (i.e. CPR, blood-borne pathogens, Act 120, teacher certification, etc.). These funds can be provided by individual departments. In addition, the funds are not intended to be used to pay for degree-type programs. *For questions or more information on this career development funding opportunity, please contact Human Resource Services at ext. 1503 or send an email to devwell@dickinson.edu.*

Repacking Your Bags: Lighten Your Load for the Rest of Your Life

Discussion facilitated by Steve Riccio, Ed.D., SPHR

November 2 | noon–1 p.m. | HUB side room 201

“Living in the place you belong, with the people you love, doing the right work, on purpose.” This is how Richard Leider and David Shapiro define “the good life.” Technological advances, economic shifts, and longer life spans mean most of us will need to repeatedly re-imagine our lives. In this wise and practical guide, Leider and Shapiro help you weigh all that you're carrying, leverage what helps you live well, and let go of those burdens that merely weigh you down.

**Books will be ordered for employees registered prior to Thursday, September 28, 2017.*

To register please select the Totara icon in the Gateway. Once in Totara, select “Find Learning” on the top ribbon and then select courses from the drop down list. Search for “[Book Discussions](#)”. Click on the course and then click on “Enroll Me” to enroll. After enrolling, click “sign-up” on the far right side. Review the details. You may select to receive an email with iCalendar appointment confirmation, email only or do not send confirmation. Click “Sign-up” at the bottom of the screen. Your booking is complete.

Did You Really Just Say That? A Faculty and Staff Lunch Workshop on Addressing Cultural Conflicts

Thursday, October 12 | noon–1:15 p.m. | Althouse 207

The Popel Shaw Center invites faculty and staff seeking to develop and improve their ability to respond effectively to cultural conflicts to attend this interactive workshop. The workshop can accommodate 25 participants, and lunch is provided. Please click here to [register](#) in Totara by Monday, October 9.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTH OF SEPTEMBER

Congratulations to **SHERI DAVIS-CORDELL, Education** for being the Physical Wellness incentive prize winners for the month of September 2017 for participation in exercise/fitness programs in August! 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 Totara in the Gateway 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 Totara in the Gateway 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.

Aetna Globalfit Fitness Reimbursement Policy

As of July 1, 2017, all full-time employees, spouses and dependents (ages 18-26 years) are eligible for up to \$360 in fitness expenses reimbursed during each fiscal year (July 1 through June 30), including monthly fitness center membership fees, weight management programs, group exercise class fees, personal training fees, nutrition counseling fees and exercise equipment purchases. To request and submit for reimbursement, employees must register online via the Aetna Navigator portal for the Fitness Reimbursement program under GlobalFit fitbucks rewards. Eligible participants may submit expenses up to a maximum of \$360 (Aetna plan limit) during the year. Payments are processed and reimbursed quarterly until your plan limit is met. *Participants must submit a reimbursement request within 90 days of the end of your plan term, which runs July 1 through June 30 coinciding with the academic/fiscal year. To receive a timely reimbursement of fitness expenses, please submit your requests online by the following suggested processing deadlines for each quarter:*

- **JANUARY-MARCH:** March 15
- **APRIL-JUNE:** June 15
- **JULY-SEPTEMBER:** September 15
- **OCTOBER-DECEMBER:** December 15

Reimbursement of submitted expenses may take 4-6 weeks from the suggested submission deadlines shown above. Full-time employees who are not participants in the Aetna medical insurance benefit may submit fitness reimbursement requests to Human Resource Services.

**Part-time employees hired prior to July 1, 2017 may continue to submit gym membership reimbursement requests directly to Human Resource Services up to the maximum of \$360 per fiscal year. All part-time employees are eligible to participate in on-campus wellness programs.*

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

PO BOX 1773 | CARLISLE, PA 17013-2896
717-254-8084 | devwell@dickinson.edu