

Vitality

Dickinson
HUMAN RESOURCE SERVICES

March 2019
Volume XIII | Issue 7

2019 Benefits & Wellness Fair — Save the Date!

Tuesday, April 30
HUB Social Hall | 11 a.m.–3 p.m.

Mark your calendars now for this annual event! The Benefits & Wellness Fair provides an opportunity for employees of the college to meet with over 30 new and returning benefits vendors and wellness program providers as well as some local community participants. Free health screenings are offered in addition to a wealth of information about our benefits, health and wellness programs. Please plan to stop by to learn more about your benefits and wellness options available to the college community. Many prizes and giveaways are also part of this annual event!



2019 SPRING INTO FITNESS CHALLENGE KICK-OFF WEEK

WELLNESS
@ DICKINSON

President Margee Ensign
will kick-off the 2019

Spring Into Fitness Challenge with a walk on Monday, March 18 at 7:45 a.m. starting at the Benjamin Rush Statue on the John Dickinson Academic Quad. Register now and join the fun—don't miss the opportunity to be a part of the 2019 Challenge!



Online registration for the Challenge opened on Monday, February 11 and continues through Tuesday, March 5. Please visit the Spring Into Fitness

Challenge webpage, scan the QR graphic or click the embedded link above to register during the open registration period to be included in the 2019 Challenge.

Building Community: Teen Dating Violence Awareness Month

February was Teen Dating Violence Awareness Month. Teen dating violence can include **a lot of things**, such as relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, and domestic violence. As a college campus filled with young adults exploring all kinds of relationships, it's important to be able to recognize the signs of an unhealthy relationship. With hookup culture and toxic cultural messages that promote unhealthy relationships, we need to work to prevent them and help those who need it. As a culture, we're beginning to build promising starts with programs around giving/getting consent in every situation and feeling comfortable with a partner.

In a society that teaches men that it's not okay to show emotion and women that you have to be extremely sexual in order to secure a romantic partner, unsafe dating situations can easily occur. According to **DoSomething.org**, 1 in 3 young adults will be in an abusive or unhealthy relationship. For LGBTQ youth, **the statistic is higher**: "while 29 percent of heterosexual youth surveyed reported being physically abused by dating partners, for example, 42.8 percent of LGB youth reported the same." And 88.9 percent of **transgender youth** reported "physical dating violence." In order to form healthy relationships, we need to foster trust and communication between each party and establish appropriate boundaries. We also need to be proactive in recognizing all the different forms of teen dating violence: with social media and the internet, violence can be online too.

Educate yourself and your family and friends about recognizing the signs of teen dating violence and how to foster healthy communication and relationships. We are emphasizing the importance of recognizing and preventing teen dating violence in honor of Teen Dating Violence Awareness Month as part of Dickinson's Building Community Initiative. Each month during the semester we will be highlighting important national topics to celebrate or to raise awareness. So keep an eye out for March's topics!

For resources for those experiencing teen dating violence or if you want more information on the subject, contact YWCA Carlisle (<http://ywcacarlisle.org>) or Domestic Violence Services of Cumberland and Perry County (DVSCP) at www.dvscp.org.

Written by Angelica Mishra '19, WGRC student worker and Vice President of the Dickinson College AAUW chapter

Source: <https://blogs.dickinson.edu/landishouse/2019/02/14/teen-dating-violence-awareness-month>

Retirement Planning Sessions

TIAA INDIVIDUAL COUNSELING SESSIONS

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

- WEDNESDAY, MARCH 6, HUB SIDE ROOM 201
- THURSDAY, APRIL 11, HUB SIDE ROOM 203
- TUESDAY, MAY 7, HUB SIDE ROOM 203

To schedule a personal meeting with TIAA, please visit www.tiaa.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.–5 p.m. on the date listed above.

MARCH 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. All employees are welcome to attend and can register at TIAA.org/webinars.

- MARCH 7, NOON–1 P.M.
Special Topic Series 2: Understanding the Retirement Decision
- MARCH 12, NOON–1 P.M.
Special Topic Series 1: Social Security Basics
- MARCH 12, 3–4 P.M.
Gaining Insight: Navigating Debt Consolidation and Understanding the Mortgage Process
- MARCH 13, NOON–1 P.M.
Special Topic Series 2: Responsible Investing
- MARCH 13, 3–4 P.M.
Money at Work: Foundations of Investing
- MARCH 14, NOON–1 P.M.
Lifetime Income: Market-Proof Your Retirement
- MARCH 14, 3–4 P.M.
Postcards from the Future: A Woman's Guide to Saving and Investing

[VIEW AVAILABLE TIAA WEBINARS](#)

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

New Hires and Retirees

JANUARY

Kelsey Horowitz, *Organic Farm*
Megan Houser, *Dining Services*
Rebecca Shoemaker, *Wellness Center*
Scott Whalen, *Dining Services*

FEBRUARY

Audrey Bistline, *Forum on Education Abroad*
Peter Brye, *Music*
Thomas Carano, *Dining Services*
Matthew Darr, *Office of CASE*
Rhonda Fels, *Facilities Management*
Chandra Gilbert, *Facilities Management*
Curtis Gilbert, *Facilities Management*
David Glasgow, *Music*
Gary Kirk, *Center for Civic Learning & Action*
Otto Kuehrmann, *Music*
Kayla Kuhn, *Facilities Management*
Mallory Lane, *Dining Services*
Justin Michael, *Public Safety*
Jaci Pague, *Annual Fund & Engagement*
Arne Seidel, *German*

WE WISH A FOND FAREWELL TO THE FOLLOWING:

Nhiem Tran, *Dining Services*, 15 years
Karen Sanders, *Annual Fund & Engagement*, 18 years

Performance Appraisal—Self-Evaluation Open Sessions

Tuesday March 12 | 9:30–10:30 a.m.
Thursday, March 14 | 1:30–2:30 p.m.
Althouse 204



Human Resource Services will be holding open sessions to provide assistance with the self-evaluation process in Totara. If you feel that you could benefit from this, please make arrangements with your supervisor to participate on one of the sessions above. Please feel free to contact Carol Shaffer in Human Resource Services with any questions at 717-245-1152 or shaffeca@dickinson.edu.

AFFORDABLE CARE ACT

You and/or your family members should have received some additional tax forms this year in connection with your 2018 taxes. These 1095 forms are relevant for you to complete your tax filing to prove you and your family had health coverage and avoid having to pay the individual mandate penalty that is part of healthcare reform, or the Affordable Care Act (ACA). Dickinson mailed 1095-C forms to impacted employees on February 7, ahead of the IRS deadline of March 4, 2019.

GET THE MOST OUT OF YOUR BENEFITS!

UNITED CONCORDIA®

Protecting More Than Just Your Smile®

Good nutrition doesn't just benefit your body—it can keep your teeth and gums healthier, too! That's because the mouth is the initial point of contact for everything you consume. Poor eating habits can lead to gum disease and tooth decay, while smart food choices can create healthier smiles. *Click the embedded link* to learn more about [Healthy Eating Habits from United Concordia](#).

Aetna Individual Consultations

Aetna Representative: Jean Enders
HUB Mary Dickinson Room

Do you have medical 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 and mental health services. Please bring any documents pertaining to your questions such as explanation of benefits, bills etc. Aetna's enrolled members can log into Aetna Navigator at www.aetna.com to access Aetna's broad network, pharmacy information and resource tools. To schedule an appointment with Aetna, please register through [Totara](#) through the [Aetna Medical Consumerism](#) course on date shown below:

- **TUESDAY, MAY 14 | 12:30–4:30 P.M.**

Medicare 101

Presented by Aetna

Monday, April 8 | HUB Social Hall West
noon–1 p.m. and 6–7:30 p.m.

Retirement and healthcare are two topics that we all face as we grow older. Many of us find healthcare coverage and decisions as one of our biggest challenges and are confused or concerned about making the right decisions. So many choices to make - and not necessarily having the tools or answers needed to make the right decision—cause this to be quite stressful. If you are approaching retirement or if you need to help a friend, family member or loved one navigate these challenging decisions, please [enroll in the Aetna Medical Consumerism course in Totara](#) and sign-up to attend one of these informative sessions on Medicare presented by Aetna. This program is open to the entire Dickinson community.

PLEASE RETURN UNNEEDED LIBRARY MATERIALS TO AID INVENTORY

The Library is engaged in a major project to migrate to a new integrated library management system. As part of this project, we are conducting an inventory of library collections. Please help us conduct an accurate inventory by returning any library materials you have checked out and aren't currently using. Forgotten what you checked out? Click on "My library account" from the library homepage: www.dickinson.edu/library. Thank you in advance for your assistance!

The new integrated library system—scheduled to go-live June 18, 2019—will provide an improved JumpStart/catalog search interface for library users, and increased efficiency for library operations. The change will also save money in the long-run, as we consolidate multiple systems. Additional information, including "changes that may affect you," will be posted at: <http://libguides.dickinson.edu/LibraryEvents/LibrarySystem> or contact [Theresa Arndt](#), Library Services.

Down on the Farm

STRAIGHT FROM THE FARM TO YOUR KITCHEN

Join the college Farm's campus support agriculture (CSA) program. Vegetable shares are now available from the Dickinson College Farm. It features new and improved options to meet your needs! Choose from 12-30 weeks of freshly harvested produce from May until December. Campus delivery and farm pick-up options are available. To sign up or learn more about the many benefits associated with becoming a CSA member, please go to blogs.dickinson.edu/farm/csa.

Community Events & Announcements



Dickinson

Women's Bike Ride

Friday, March 8
Leaving from Britton Plaza, 12:30 p.m.

Join The Handlebar and WGRC for this fun celebration of women, trans, femme, and non-binary bicyclists! It will be an easy bike ride around Carlisle in order to offer a friendly and supportive atmosphere geared towards those who don't benefit from cis-male privilege in bicycling. The goal: to encourage, engage, and elevate more femme, trans, and non-binary bicyclists! Email biking@dickinson.edu with any questions or go to their [Facebook event page](#) to declare your interest participating in this event.

Community Events & Announcements

Bike to Farm Potluck

Saturday, April 13 | 11 a.m.–3 p.m.

The Center for Sustainability Education is hosting a 7-mile (each way) group bike ride to the Dickinson College Organic Farm at 11 a.m. on Saturday, April 13. The event is designed to build community, improve rider skills and safety, and introduce students to the Dickinson Farm. Pre-registration is requested for this free, fun, adventure. Ride groups based

on ability are organized with experienced ride leaders for each group. Past events have had from 30 to over 100 Dickinson student, faculty, staff, alumni and family participants. All are welcome. We will depart from the DPS parking lot.

Each participant brings a dish to share, and the food is transported to the farm by van. Once at the farm participants share a meal, play games, tour the farm, played music, or simply enjoy time outdoors, before the

groups head back. Safety vans and bike transportation will be available for those that can only travel one way.

The Center for Sustainability Education is always looking for co-sponsors, ride leaders, and new participants in this Dickinson tradition. E-mail biking@dickinson.edu for more information.

Pre-Register Now: dickinson.edu/biketofarm.

HERSHEYPARK

Discounted HERSHEY PARK tickets are available for advance purchase to Dickinson students and employees through Student Life (lower level of HUB) and Human Resource Services at the special rates listed below. Tickets must be requested and paid for by March 8, 2019. They are valid during the summer 2019 HERSHEY PARK regular operating season, beginning on Friday, May 3 and continuing through Sunday, September 29. Checks should be made payable to Dickinson College. For details, call ext. 8084 or send an email to hrrservices@dickinson.edu.

Special ticket price is only available with this special order period. Tickets are valid during entire 2019 regular summer operating season from May 3 through September 29.

\$32.10 + \$.85 amusement tax per admission ticket = \$32.95 ALL Ages



Northside Ride

Saturday, April 6 | New Live Community Church
BIKE REPAIRS: 9–10 a.m. REGISTRATION: 9:30 a.m.
RIDE: 10:15 a.m.–12:30 p.m.

Bicyclists of all ages are invited to join a community ride around Carlisle's Northside neighborhood. The Northside Ride seeks to connect residents to each other and community organizations while encouraging

bicycle safety and bicycle use as an effective form of transportation within and beyond Carlisle. The event will provide **FREE** helmets, bike lights and locks to neighborhood riders who participate. All participants will be required to sign a waiver, and participants under age 14 must be accompanied and supervised by an adult on the ride.

The Northside Ride will take place on Saturday, April 6, with bike repairs and breakfast starting at 9 a.m., registration opening at 9:30 a.m. and a bike ride from at 10:15 a.m. until around 12:30 p.m. Participants will meet at New Life Community Church, 64 E. North Street, Carlisle. The ride and its associated events are free and open to the public, and Dickinsonians are encouraged to participate as riders or as volunteers.

The ride will follow a 3.5-mile route to waypoints including the YWCA and Project SHARE, ending at Hope Station, 149 W. Penn Street, Carlisle. Each of the partners will also offer a bike-related activity or demonstration.

For more information, contact Lindsey Lyons at sustainability@dickinson.edu or 717-245-1117.

Carlisle Downtown Mile

EARLY BIRD REGISTRATION IS NOW OPEN FOR THE 8TH ANNUAL CARLISLE DOWNTOWN MILE! Join us for this one mile run/walk along High Street in downtown Carlisle on Thursday, May 16, 2019.

For the 8th consecutive year, the Employment Skills Center will host the Carlisle Downtown Mile to raise money for the center and its programs. All proceeds will benefit adult learners in our community.

Children, adults, and groups are encouraged to participate. There will be prizes and a post-race celebration. Race competitively or walk/run just for fun!

Save Money, Register Early! Early Bird Registration ends at midnight on March 25. For more information, please contact Art Kunst, Race Director at 717-243-6040 x4430 or email akunst@employmentskillscenter.org

Professional Development & Wellness Events

Free Blood Pressure Screening

Monday, March 18

Mary Dickinson Room | noon–1 p.m.

WALK-INS EXPECTED—no appointment needed!

Water Aerobics

MONDAYS: March 18 through May 6

Kline Center Pool | 5–6 p.m.

Water aerobic exercise burns calories, tone muscles and refreshes with a dip in the pool! Enjoy a great low-impact, aerobic workout to music in a stress-free environment. Great for all levels of fitness!

Enroll in this Physical Wellbeing program and sign up now for Water Aerobics in [Totara](#) through the Gateway.

Dermatology & Skin Cancer Awareness

Presented by Dr. Julian Ngo, Carlisle Dermatology and UPMC Pinnacle Carlisle

Tuesday, March 19

HUB Social Hall West | noon–1 p.m.

Don't get burned up about the lack of warm sunshine over the winter! Join us for this enlightening session presented by local dermatologist, Dr. Julian Ngo of Carlisle Dermatology. Learn the latest information about skin cancer prevention and awareness along with other skin care tips. Warmer weather will be returning before you know it for the spring and summer of 2019. Be prepared to enjoy the great outdoors again while protecting yourself and loved ones from the UV rays that come with the outdoor activities.

Enroll in this Wellness Info session and sign up now in [Totara](#) through the Gateway.

Zen Night at The Trout Gallery

Wednesday, March 20

Trout Gallery & Mumper Education Center,

Weiss Center

5–7 p.m.

Join Trout Gallery educators for a night of peace and tranquility. We will begin with a tour of Timely and Timeless, an exhibition of Japanese prints curated by Dickinson art history seniors. This will be followed by an introduction to Zen meditation gardens. All participants will make their own portable zen garden to take home. Appetizers provided by The Trout Gallery. B.Y.O.B.

REGISTRATION & FEE: Enroll in [Totara](#) and sign-up in the Trout Gallery Community course and \$10 participant fee due by Wednesday, March 13 at the Student Accounts Office/HUB lower level. Limited to the first 25 registered participants!

Free Biometric Screenings

Administered by UPMC Pinnacle Carlisle

Thursday, March 21

Mary Dickinson Room, HUB | 7:30–8:30 a.m.

APPOINTMENTS REQUIRED

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. Complete this screening as the first step to earn your Healthy Reward incentive in the Holistic Health Incentive Program! [Register now for this free screening option to learn more about your own health & wellbeing.](#)

Children's Nutrition

Presented by Courtney Hagar, Registered Dietician

Monday, March 25 | Stern Center, Room 102 | noon–1 p.m.

Feeding kids can be hard! Join us as we discuss nutrient needs, feeding strategies, and the best ways to prepare your kids for a life-long relationship with food. The focus will be on infant through elementary school-aged feeding needs.

Enroll in this Nutrition Info Session and sign up now in [Totara](#) through the Gateway.

Estate Planning

Presented by MetLife

Thursday, March 28 | Stern Center, Room 102 | noon–1 p.m.

Everyone needs to have an estate plan. Participants at this session will learn about establishing and prioritizing goals, today's estate tax landscape and what it means for them, as well as how to avoid common mistakes made with estate plans.

Enroll in this Financial Wellness session and sign up now in [Totara](#) through the Gateway.

Professional Development & Wellness Events



KCA Financial Education Program

Few life events are filled with more emotion than the future you have worked to enjoy. From excitement over your newfound freedom in the next phase of life to concern about your financial security, most people face new stages with a mix of apprehension and enthusiasm. KCA Wealth Management offers financial education classes free to employees of Dickinson and the local community.

Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn about the different areas of retirement planning including Investments, Social Security, Medicare, Taxes, Estate Planning, Insurance, IRA's, Roth IRA's, Annuities, Pensions, and Employer Sponsored Plans.

Financial Strategies for Successful Retirement is a 3-session (part) course. Classes 1, 2, and 3 are all separate topics scheduled for the listed dates and times.

Enroll in the KCA Financial Education Program in **Totara** via the Gateway, and sign up to attend one of these session options. **Both options are held in HUB Side Rooms 204-205 from 6–8:30 p.m.**

- **OPTION 1: Tuesdays, April 16, 23 and 30**
- **OPTION 2: Thursdays, April 18, 25 and May 2**

PLEASE NOTE: Programs offered through KCA Wealth Management are a personal opportunity and a benefit for Dickinson College employees through programming provided by the Office of Human Resources and should not be considered as or in any way legal, financial or other professional advice endorsed by the college.

OpenSesame

Are you interested in personal or professional growth? Dickinson employees now have access, via Totara, to on-line training programs through a subscription with OpenSesame offering a wide variety of topics & courses. For more information and to see a complete list of available courses, go to Totara via the Gateway, on the “Find Learning” tab search **OpenSesame**. Below are some highlights:

- Inclusivity: Improve Intercultural Interactions, Working Well with Everyone
- Technology: Sharpen your skills in Microsoft applications
- Supervisory: Coaching Skills, Help Your Employees Use Their Time Wisely
- Business Skills: Email & Phone Etiquette, Writing Skills, Customer Service
- First Aid: Bites, Cuts & Scrapes

Human Resource Services and Library and Information Services have partnered to fund this learning opportunity. Dickinson is charged based on courses accessed; please review the course summary carefully to ensure the desired content prior to launching the course.

Understanding FERPA

Presented by Mary Ann Leidigh, Registrar

Friday, March 15 and Thursday, March 28 | Althouse, Room 106 | 9–10 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.

Enroll in this professional development session and sign up now in **Totara** through the Gateway.

Faith and Practice: How to Be a Perfect Stranger

Stern Center, Room 102 | noon–1 p.m.

Building Interfaith literacy is an important component of Intercultural competency. We believe that successfully learning to navigate conversations about religious and spiritual diversity happens by enhancing religious literacy. Religious literacy is enhanced by understanding others faith traditions and faith practices. In this series *Faith and Practice: How to Be a Perfect Stranger* we will have the opportunity to listen to people of faith talk about their own tradition, share a practice of that tradition and then spend some time in a question and answer session to increase our understanding.

Enroll and sign up now in [Totara](#) under the **Building Interfaith Capacity** course for either of the sessions listed below.

- **THURSDAY, MARCH 21, Bahaim**
- **THURSDAY, APRIL 18, Hinduism**

Values and Visions: An Opportunity for Communal Dialogue

Wednesday, March 27 | Stern Center, Room 102 | 9–11 a.m.

On behalf of Student Life, the Landis Collective, Human Resource Services, Institutional Effectiveness and Inclusivity, and Sustained Dialogues, you are invited to participate in a unique dialogue opportunity entitled Values and Visions: an opportunity for communal dialogue. This discussion provides an opportunity to help us identify our values and visions for the college, as well as consider concrete steps to build a strong and inclusive community. Participants must agree to stay for the full duration. A selection of snacks and beverages will be available. *Space is limited. Please register by Friday, March 8 in [Totara](#) through the Gateway.*

Navigating Dickinson

Friday, March 29 | Stern Center 102 | 9 a.m.–1 p.m.

The Navigating Dickinson Orientation Session introduces newly hired staff to the college community. This quarterly session focuses on the broader college community providing a cross-divisional perspective of how the departments and divisions function. Participants will take part in a walking tour and be provided lunch.

Enroll and sign-up now in Totara using the course key word “Navigating”. For assistance or more information, please send an email to devwell@dickinson.edu, call ext. 1503. The next scheduled session is on July 19.

College Prep for Parents

PART I: April 4 – High School Counseling and Admissions

PART II: April 11 – Financial Aid and Tuition Benefits

McCauley Room, Old West | noon–1:15 p.m.

Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools offer workshops for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson’s three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college. Enroll now in [Totara](#) via the Gateway to learn more about the college admissions process along with your tuition benefits! Search for keyword *college*.

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.*

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF FEBRUARY

Congratulations to Ruth Cramer, *Financial Aid*, for being the Physical Wellness incentive prize winner for the month of February for participation in exercise/fitness programs in January. 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 [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 e-mail to devwell@dickinson.edu or call ext. 8084.

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

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.

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

HUMAN RESOURCE SERVICES

Professional Development and Wellness

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