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HUMAN RESOURCE SERVICES

October 2019 Volume XIV | Issue 3

BUILDING COMMUNITY INITIATIVE: LGBTQ HISTORY MONTH AT DICKINSON

Donna Bickford, Women's & Gender Resource Center

LGBTQ History Month provides an opportunity to reflect on and celebrate the history of LGBTQ communities. It offers us a chance to make visible histories that have been suppressed due to discrimination and oppression and provides an opportunity to build community and educate on issues that impact LGBTQ communities.

Dickinson itself plays an important role in preserving LTBTQ histories. The LGBT Center of Central PA and the Dickinson College Archives and Special Collections have partnered to document the stories and history of LGBT life and activism in Central PA. You can visit the digital archives here: <u>archives.dickinson.edu/lgbt</u>

The <u>Office of LGBTQ Services</u> hosts and cosponsors a number of events during October, including, but not limited to:

- OCTOBER 5: You Can Play: Celebrating LGBTQ+ Student Athletes
- OCTOBER 7: More Than Words: LGBTQ Inclusive Language (Register through <u>Totara</u>)
- OCTOBER 11: Out on Britton: Celebration of National Coming Out Day
- OCTOBER 15: RAISE Training for Students
- OCTOBER 17: Spirit Day

Keep an eye on the <u>LGBTQ Services Facebook page</u> for details of these events and more.

Additional events are organized by other campus departments and student organizations, including Dickinson's Fourth Annual Drag Show. Watch for the LGBTQ History Month poster, displayed at the top of the spiral stairs in the HUB during October, which will include a list of everything LGBTQ+ related happening during the month.

If you'd like to learn more LGBTQ History, check out these resources: <u>Making Gay</u> <u>History podcast</u>, <u>K-12 LGBTQ curriculum resources</u> and <u>LGBTQ Heritage stories</u>.

NATIONAL FIRE SAFETY WEEK IS OCTOBER 6-12

Do you know what P.A.S.S. stands for? Most fire extinguishers operate using the following P.A.S.S. technique:

- Pull the pin. This will also break the tamper seal.
- Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
- S <u>S</u>queeze the handle to release the extinguishing agent.
- Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2-4.

If you have the slightest doubt about your ability to fight a fire... EVACUATE IMMEDIATELY!

Ref: <u>osha.gov/SLTC/etools/evacuation/</u> portable_use.html

NEW HIRES & RETIREMENT

AUGUST

Miho Arai, East Asia Studies Stef Brooks, Donor Relations Fang Deng, East Asia Studies Alan Dillon, Dining Services Lev Fruchter, Mathematics & Computer Science Sam Jacques, Office of General Counsel Laura Legg, Office of Admissions Lixin Liu, East Asia Studies Timothy Lupia, Music Paul Mita, Athletics Ashley Roman, Classical Studies Britt Trotter, Music Elisabeth Turchi, Music Elisa Valentini, Italian Amy Worden, Interdisciplinary

SEPTEMBER

Rebecca Anderson, Wellness Center Julia Attanasio, Individual Giving Rebecca Chernyha, Office of Admissions Meredith Costopoulos, Trout Gallery Dakota Davies, Dining Services Justin Farrell, Athletics Chris Fowler, Mathematics & Computer Science Brian Frazier, Theatre & Dance Tina Morrison, Kline Store Mike Poe, Kline Store Beth Zak, Individual Giving

RETIREMENTS

We wish the following employees well as they transition into retirement: Ann Dailey, *Facilities Management* Barbara Smith, *Kline Center*

TACKLING HUNGER TABLE EVENT: COLLECTING CANNED GOODS FOR PROJECT S.H.A.R.E.

Tuesday, October 1 | HUB Lobby | 11:30 a.m.-1:30 p.m.

Click here for more information

New Web-Based Form to Report A Work-Related Injury

All employees (full-time, part-time, casual, and student workers) of Dickinson College can now complete an online form through Dickinson's Gateway to report any injury that occurs while working. A work-related injury should be reported as soon as possible or within 48 hours of occurring. The form can be completed from any computer, smart phone or tablet. Once the form is submitted, the web-based system will automatically generate secure email notifications to Human Resource Services, the employee's supervisor, the injured employee, and Enterprise Risk Management. If medical treatment is necessary, the injured employee must select a provider from the <u>Workers'</u> <u>Compensation Panel</u>. For more information, please contact <u>Bernadette Pham</u>, Assistant Director of Benefits, at extension 1042.

HOW TO REPORT A WORK-RELATED INJURY In the event of a work-related injury or sudden illness, please notify your supervisor or department coordinator, and report your incident using the online reporting system via the Gateway. 1. LOG IN TO DICKINSON GATEWAY and select (Workers Compensation Injury Reporting) WorkComp 2. Click Submit a new Claim and enter in the injured 3. Click Lookup Employee employee's Banner ID number Click orange hyperlinked Banner ID number 4. Complete all required fields 5. Click Save Changes to submit your injury 6. Dickinson EFFECTIVE SEPT. 2019

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Protection From the Flu

The seasonal flu vaccine is available at no cost to Aetna members who have benefits that cover preventive services.

The vaccine is available from your primary care provider (and some pharmacies) for adults and for children 6 months and older. Children aged 6 months through age 8 who have never had the vaccine or have only had one does in their lifetimes should have two doses of the flu vaccine, with at least four weeks between doses.

WHO SHOULD GET A FLU VACCINE?

The Centers for Disease Control and Prevention (CDC) recommends everyone 6 months and older get the flu vaccine. It is very important for people at higher risk to get the flu vaccine. This includes health care workers and caregivers of children younger than 6 months.

For more information, please view the

Aetna resource link: <u>aetna.com/individuals-</u> families/medication-safety-vaccines/ <u>flu-vaccines.html</u>

EMPLOYEES: Sign up for your **FREE** <u>Flu</u> <u>Vaccination</u> now via Totara!

HUB SOCIAL HALL-APPOINTMENTS REQUIRED

- Wednesday, October 2 | 9–11 a.m.
- Thursday, October 24 | 11 a.m.-1 p.m.
- Wednesday, November 6 | 4–6 p.m.

BENEFITS INFORMATION

Aetna Health Application & Member Website

Aetna Representative: Jean Enders Thursday, October 10 | HUB Social Hall East | noon-1 p.m.

Aetna is on a mission to help our Dickinson College members achieve their personal health ambitions on their terms. Aetna is delivering on this mission with Aetna Health... a new member app and website which is intuitive and easy to use. With the real-time personalized information, tools and guidance our members need to understand benefits, view and print ID cards and manage their health through their entire health journey.

Come join us for an interactive session and learn how the Aetna Health App and Aetna Member Website can help you! Please register in <u>Totara</u> through the <u>Aetna Medical Consumerism</u> course. Feel free to bring your lunch!

Aetna Individual Consultations— walk-in or by appointment

Aetna Representative: Jean Enders

Thursday, October 10 | HUB Mary Dickinson Room | 8:30 a.m.-11:30 p.m.

Do you have medical questions regarding your Aetna insurance plan? 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 <u>www.aetna.com</u> to access Aetna's broad network and resource tools. To schedule an appointment, please sign-up through <u>Totara</u> via the <u>Aetna Medical Consumerism</u> course.

TIAA RETIREMENT PLANNING SESSIONS

A TIAA representative is on-campus several times throughout the year. To schedule a personal meeting with TIAA, please visit <u>tiaa.org/moc</u> or call 1-800-842-2010.

- WEDNESDAY, OCTOBER 9 HUB Side Room 201 | 8 a.m.-5 p.m.
- THURSDAY, NOVEMBER 5 HUB Side Room 204 | 8 a.m.-5 p.m.
- TUESDAY DECEMBER 10 HUB Side Room 201 | 8 a.m.-4:30 p.m.

GETTING A HEAD START: A STEP-BY-STEP OVERVIEW OF YOUR PLAN *Presented by Ken Farbizio, TIAA*

Tuesday, October 22 | HUB Social Hall East | noon-1 p.m.

Retirement may seem like a long way off but it's never too early to start saving. This may give your money more time to accumulate. TIAA's workshop leader will highlight the benefits of participating in your retirement plan so you can learn about:

- Your program and the advantages of participation
- How to create a personal retirement strategy
- How to update your account and take control

Enroll and sign-up now in Totara for this <u>TIAA Financial Education course</u>. Search for keyword: **TIAA.**

GET THE MOST OUT OF YOUR BENEFITS!

RETIREMENT PLANS INVESTMENT COMMITTEE

Dickinson College takes its responsibility to oversee the College's retirement program seriously.

Changes in ERISA laws a few years ago increased the fiduciary responsibilities of the College in its oversight of the retirement program. At that time, an all-campus retirement investment committee was established to review our retirement investments and ensure that we were complying with these complex government regulations.

We've come a long way in the past few years. After an extensive study with the help of an independent investment consultant, the committee recommended a streamlined investment lineup for the plan. This lineup eliminated many of the duplicative, high-fee investment products in favor of a diversified mix of best-in-class funds intended to meet the needs of the wide variety of participants.

For details and more information, click here!

If you are interested in serving on the Retirement Investment Committee or learning more, please contact Debra Hargrove at <u>hargrove@dickinson.</u> <u>edu</u> or 717-245-1901.

MEDICARE PRESCRIPTION DRUG PLAN CREDITABLE COVERAGE DISCLOSURE NOTICE

In accordance with the Center for Medicare and Medicaid Services (CMS), all employees who are participating in the Dickinson College group health insurance plan managed by Aetna and group prescription drug plan managed by CVS are required to receive a disclosure notice regarding our plan's creditable prescription drug coverage. **PLEASE NOTE:** If you or your covered dependents are not currently eligible for Medicare you may disregard this notice. Contact Human Resource Services if you have any questions.

Community Programs & Events

Sustain IT Workshop Series

The Sustain IT Workshop Series is designed to create action on an issue of concern through education, networking, and prioritization. Students, faculty and staff participate to learn, discuss current practices and ideas for improvement, and then identify action items that can create positive change towards a more sustainable campus. Eco-Reps are encouraged to attend, but all are welcome. No pre-registration is necessary and feel free to bring your own food.

The following workshops will be held in **HUB Social Hall West.** Watch for more information coming soon.

- BUILD A PLANT-RICH DIET: Tues., Oct. 15, noon-1:15 p.m.
- PURCHASING CONSCIOUSLY: Fri., Nov. 1, 11:30 a.m.-12:45 p.m.
- GREEN GIFTS WORKSHOP: Fri., Dec. 6, 11:30 a.m.-2 p.m.

Sponsored by: The Center for Sustainability Education and The Eco-Reps. For more information contact <u>sustainability@dickinson.edu</u>.



UNITED WAY PACESETTER CAMPAIGN PARKING RAFFLE

WINNERS Congratulations and thank you to the following employees:

Bridget Burnhisel Dot Lehotsky Jodie Bowermaster Becky Hammell Dottie Warner

Jennifer Love Nicki Cline

United Way Day of Caring

Allison Hall – Great Hall | Friday, October 11 | Kick-off Event at 8 a.m.

Dickinson employees are invited to participate in year's United Way Day of Caring on **Friday, October 11 from 8 a.m.-1:30 p.m.** Day of Caring is an incredible opportunity that allows participants to help organizations that help so many of our community members! It's not too late to <u>Register</u>!

Reminder of Community Service Benefit: All employees must first receive approval from their supervisors before registering for the event. All exempt and nonexempt employees will be allowed to volunteer for up to eight (8) hours of paid time from July 1 to June 30.

Professional Development & Wellness Events



2019-2020 WELLNESS@DICKINSON INCENTIVE PROGRAM

Each year we offer the **Wellness@Dickinson** *Incentive Program* to encourage healthy behaviors in the campus community. For 2019-2020, the program design includes the following steps with incentive awards:

1. Complete your biometric screening-OR-Visit your healthcare provider for your annual Wellness Visit.

- 2. Complete your online Health Risk Assessment (HRA).
- Continue to participate in at least one or more activities in each of the five core areas of wellness to reach the *Energized* (10 total activities)/*Elite* (15 total activities).

Learn more about this year's program in Totara, and follow these simple steps to receive your incentive awards as you follow the path to <u>Wellness@Dickinson</u>!

Flu Vaccination Clinic Days APPOINTMENTS REQUIRED

Administered by Wellness Center Staff HUB Social Hall

Flu vaccinations will be offered to employees and students on campus again during the months of October and November on the dates listed below. Enroll and sign-up now in <u>Totara</u>.

- Wednesday, October 2 | 9-11 a.m.
- Thursday, October 24 | 11 a.m.-1 p.m.
- Wednesday, November 6 | 4-6 p.m.

FARM2TABLE | Canning Workshop

Presented by Courtney Hager, RD LDN Monday, October 7 Stern Center, room 102 & Stern Kitchen | noon-1 p.m.

Let's get together and learn more about preserving produce, consider the nutrition benefits, tackle the food safety concerns, and practice the skills involved in canning. Enroll and sign-up now in Totara for this <u>Nutrition Info Session</u>.

Free Blood Pressure Screenings Monday, October 14 | noon-1 p.m. | Mary Dickinson Room

WALK-IN-NO APPOINTMENT NEEDED!



Participants 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 in this three-part session, **Financial Strategies for Successful.** Enroll in the **KCA Financial Education** course in <u>Totara</u> via the Gateway, and sign up to attend one of these two session options.

OPTION 1: TUESDAYS

October 29, November 5 and 12 Allison Community Room | 6-8:30 p.m.

OPTION 2: THURSDAYS

October 31, November 7 and 14 Allison Community Room | 6-8:30 p.m.

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.

Osteoporosis Can Fracture Lives

Presented by UPMC Carlisle Thursday, October 31 HUB Social Hall East | noon-1 p.m.

Osteoporosis is a disease that gradually weakens your bones to a level of fragility that causes them to break more easily. This session examines the risk factors as well as current diagnostic and treatment options available. Enroll and sign-up now in Totara for this <u>Wellness Info Session</u>.

Professional Development & Wellness Events

Sandwich Generation: The Impact of Opioid Addiction—*Who Cares for the Children?*

Presented by the Cumberland County Commission for Women Wednesday, October 30 Stern Center Great Room & Stern 102 Doors open 6 p.m.

The impact and tragedy of opioid addiction hits communities in a myriad of ways, not the least of which is caring for the children of opioid-addicted parents. Join this program to view the striking reality of this heart-wrenching issue, hear from grandparents raising grandkids, a panel of experts, and more. Local resources along with a Q/A session are part of this evening event open to the entire Central PA community. Enroll and sign-up now in Totara for this **Drug-Free Workplace and open community session**.

Biometric Screenings APPOINTMENTS REQUIRED

Administered by UPMC Pinnacle Staff Thursday, October 31 Facilities Management Breakroom 7:30-8:30 a.m.

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 Wellness@Dickinson incentive for 2019-2020! Enroll and sign-up now in Totara for your <u>Biometric</u> <u>screening appointment.</u>

Dancing at Dickinson

Instructor: Frank Hancock THURSDAYS October 31, November, 7, 14, 21 & December 5 & 12*

BEGINNERS: 6–7 p.m.

INTERMEDIATE/ADVANCED: 7–8 p.m. HUB Social Hall (December 12, HUB Dance Studio)

Instruction includes the foxtrot, tango, cha-cha, and swing dancing. **FEE:** \$30 per person/ \$60 per couple payable directly to the instructor at the first lesson. Enroll and sign-up now in Totara for this <u>Dancing at</u> <u>Dickinson!</u>

Preparing for a Role in Supervision

Fridays, Oct. 3, 17, 31 and Nov. 14 HUB Side Rooms 204-205 | 9-11 a.m.

This interactive series prepares participants for a future in management, covering fundamental skills needed before making that leap into management. The program includes four modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics include:

- Employment Regulatory Basics
- Instinctive Drivers
- Supervisory Techniques
- Coaching for Performance

<u>Enroll and sign-up in Totara</u> through the Gateway (keyword **supervision**). Register for each session individually. Manager approval is required.

College Prep for Parents

PART I: Tuesday, October 8–High School Counseling and Admissions PART II: Tuesday, October 15–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 provides guidelines for starting the college search, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's tuition programs. We encourage all parents of high school juniors and seniors planning for college to attend. <u>Enroll and sign-up in Totara</u> now to attend these sessions!

October Book Discussion: George by Alex Gino

Facilitated by Jessica Howard, Library Services Tuesday, October 29 | Stern Center, Room 102 | noon-1:15 p.m.



When people look at George, they think they see a boy. But she knows she's not a boy. She knows she's a girl. George thinks she'll have to keep this a secret forever. Then her teacher announces that their class play is going to be Charlotte's Web. George really, really, REALLY wants to play Charlotte. But the teacher says she can't even try out for the part...

because she's a boy. With the help of her best friend, Kelly, George comes up with a plan. Not just so she can be Charlotte—but so everyone can know who she is, once and for all. Register for this book discussion in Totara via the Gateway by enrolling in the <u>Book</u> <u>Discussion course</u> and signing-up for *George*.

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT HTTP://GATEWAY.DICKINSON.EDU, EMAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.

Fostering Inclusivity—inclusivity online courses available to dickinson employees

Search for "Inclusivity", in <u>Totara</u> via the Gateway, to find the following OpenSesame courses available to Dickinson Employees:

CULTURAL COMPETENCY: Learn positive techniques to generate awareness

OF A DIVERSE GROUP: Encourage an inclusive work environment

INTERACTIONS: Understanding Cultural values

UNCONSCIOUS BIAS

- What is Unconscious Bias: How are 1. biases formed? What can they look like?
- 2. Types of Unconscious Bias: Types of unconscious bias and how they occur
- 3. Overcoming Unconscious Bias: Take steps to recognize and overcome bias

WORKING WELL WITH EVERYONE

- What is Diversity: Why is diversity necessary and beneficial in the workplace?
- The Diversity Continuum: Gauge your progress towards a more inclusive workplace
- **Diversity = Greatness:** Tangible advantages that diversity in the workplace can bring
- The Mistake of Stereotyping: Stereotyping and the consequences
- The Power of Inclusion: Discover the many different benefits that can be enjoyed in the workplace when you foster an inclusive culture for your employees.

If you have questions, please contact Human Resources Services at ext. 1503 or email devwell@dickinson.edu.

FACULTY, STAFF & ADMINISTRATIVE DIVERSITY, **EQUITY & INCLUSION WORKSHOPS SCHEDULE** Register now in Totara.

MORE THAN WORDS (LGBTQ INCLUSIVE LANGUAGE)

Monday, October 7 | Allison Community Room | 3-4:30 p.m.

What is the difference between transgender and transsexual? Why do gender pronouns matter? What's the difference between bisexual and pansexual? October's More Than Words program will offer a range of engaging activities focused on exploring contemporary understandings of LGBTQ+ identities with an emphasis on controversies around language. Light refreshments and beverages will be served. Search for keywords "more than words" in Totara.

DID YOU REALLY JUST SAY THAT? A FACULTY AND STAFF LEARNING LAB ON ADDRESSING CULTURAL CONFLICTS Wednesday, October 16 | Althouse 110 | noon-1:30 p.m.

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 pre-register on Totara by Monday, October 7.

HOW TO BE AN ANTIRACIST READING AND **DISCUSSION GROUP**

Tuesday, October 29 | Waidner-Spahr Library | 5-6:30 p.m.

The Popel Shaw Center, English, and the Waidner-Spahr Library invite faculty, students, and staff to sign up to read and discuss Ibram X. Kendi's new book How to be an antiracist. Professor Kendi is speaking at Dickinson in February 2020. Please sign up to receive a book at the link below by October 14: http://dickinson.libwizard.com/antiracism

INDIGENOUS AMERICAN INCLUSIVE LANGUAGE Thursday, November 7 | HUB Social Hall East | 3 - 4:30 p.m.

First Nations? Indian? Indian American? Indigenous? Native? November's More Than Words program will offer a range of engaging activities focused on exploring historic and contemporary understandings of Native identity with an emphasis on controversies around language. Light refreshments and beverages will be served. Please pre-register in Totara by Monday, October 28.

Co-sponsored by the Bias Education & Response Team (BERT), Departments of American Studies, Anthropology& Archaeology and the Popel Shaw Center for Race & Ethnicity (PSC)

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF SEPTEMBER

Congratulations to ANNA BALDASSARE, Student Life & Campus Engagement for being the Physical Wellness incentive prize winner for the month of September 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 <u>Gateway</u> will automatically be included in the monthly drawings. For more details or to request a form to record your marathonin-a-month miles, please send an e-mail to <u>devwell@dickinson.edu</u> 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 <u>policy</u> 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!

<u>How To Guide</u> Dickinson Download Dickinson/Biking Dickinson/College Farm Dickinson/Sustainability Trout Gallery <u>Theatre & Dance</u> <u>Campus Announcements</u> <u>Campus Events Calendar</u>

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HUMAN RESOURCE SERVICES

Professional Development and Wellness

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