



Vitality - November 2024

Dickinson

HUMAN RESOURCE SERVICES

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Giving in Action



2024 Day of Caring



On Friday, October 11, United Way held its annual Day of Caring. Day of Caring is an opportunity for people to donate a morning to help local non-profit organizations complete needed work projects and to learn more about the needs of human service organizations in the greater Carlisle area.

If you missed this organized volunteer opportunity, put a reminder on your calendar for next year. Day of Caring is typically held on the second Friday in October. *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 July 30.*





Dickinson's United Way Campaign

It's not too late to participate!

Dickinson College is a *Pacesetter organization* for the United Way¹ of Carlisle & Cumberland County's annual campaign². The college's campus campaign began in mid-August and continues through December 31. In August, employees and retirees received information about supporting this annual campaign that supports and benefits members of our local community.

Donations to the campaign in any amount are appreciated - for example, \$1 per week (\$52 annually) provides 1 night of shelter and supports active services for an individual in need. Many of the families the United Way serves are **ALICE**. ALICE stands for **A**sset **L**imited, **I**ncome **C**onstrained, **E**mployed. **ALICE** are our neighbors, families and friends who go to work every day but still cannot afford the basic necessities for their family. When you give to ***United Way of Carlisle & Cumberland County***, you are empowering our community and making a difference in individual lives every day. Your support is vital, and together we will make our community stronger. As always, 100% of any donations benefit members of the Carlisle community!

Please consider giving in a meaningful way either through the Dickinson online pledge form³ or make your gift online⁴ with United Way of Carlisle and Cumberland County indicating "Dickinson College" in the employer field.

For more information, visit the United Way of Carlisle and Cumberland County website⁵.

¹<http://carlisleunitedway.org/>

²<http://carlisleunitedway.org/campaign/>

³https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-2V2j_6JxkRPj-v8zisWoOJUNldIVE1IV0k5RVUwRVFFTjIJVEdERzgZQS4u

⁴<https://www.uwcarlisle.org/donate/>

⁵<https://carlisleunitedway.org>

Out on Britton



On Friday, October 11, the LGBTQ+ Center held *Out On Britton*, which took place in honor of National Coming Out Day. Students and staff organized activities to celebrate LGBTQ+ identified folks. Food, music and giveaways were available to add to the fun.

For more information about the LGBTQ+ Center, visit [Dickinson.edu/lgbtq](https://www.dickinson.edu/lgbtq)⁶ and follow the center on Instagram @dsonlgbtq.

⁶<https://www.dickinson.edu/lgbtq>

Take Action



American Red Cross Blood Drive

Friday, November 15 | 10 a.m. - 4:30 p.m. | HUB Social Hall

Sponsored by Alpha Phi Omega

The American Red Cross Biomedical Services is the largest single supplier of blood and blood products in the United States, collecting and processing more than 40 percent of the blood supply and distributing it to some 3,000 hospitals and transfusion centers nationwide. Please consider donating blood to support your local community by participating in this blood drive! For questions or more information about blood donation to the American Red Cross, please visit www.redcrossblood.org⁷ or call 1-800-RED Cross (1-800-733-2767).

For more information, please contact apo@dickinson.edu⁸ or devwell@dickinson.edu⁹.

⁷<http://www.redcrossblood.org/>

⁸<mailto:apo@dickinson.edu>

⁹<mailto:devwell@dickinson.edu>



Run, Turkey, Run!

Turkey Trots are a great way to keep you moving on Thanksgiving day and enjoy the fresh, crisp morning air before you start cooking and/or filling your belly with stuff!

Below is a list of area Turkey Trots. Have fun on the run (or walk) and support community efforts!

Carlisle Family YMCA Turkey Trot 5K¹⁰ | 9 a.m.

Dillsburg Thundering Pickle Turkey Trot¹¹ | 8:30 a.m.

East Berlin 5K Turkey Trot¹² | 9 a.m.

Greencastle Turkey Trot¹³ | 8 a.m. (kids race) & 8:30 a.m. 5K

Lebanon County - Sticks and Biscuits Thanksgiving Day 5K¹⁴ | 8 a.m. or 9 a.m.

Millersville Turkey Trot¹⁵ | 9 a.m.

New Cumberland SMT Turkey Trot¹⁶: | 8 a.m.

¹⁰<https://carlislefamilyymca.org/programs/health-fitness/races/carlisle-family-ymca-turkey-trot/>

¹¹<https://www.dascosoccer.org/turkey-trot>

¹²<https://runsignup.com/Race/PA/EastBerlin/EastBerlin5KTurkeyTrot>

¹³<https://www.greencastleflyers.org/greencastle-turkey-trot.html>

¹⁴<https://runsignup.com/Race/PA/Palmyra/SticksBiscuitsThanksgivingDay5K>

¹⁵<https://www.millersvilleturkeytrot.com/>

¹⁶https://runsignup.com/Race/PA/NewCumberland/SMTTurkeyTrot?fbclid=IwAR2R40V86Z_cHd-1hPTj1_FKtGNJ8qV-fGI5i2sBX_gtX_tkHrf1pjl6kKo

Shippensburg Turkey Trot 5K¹⁷: | 9 a.m.

York YMCA Turkey Trot¹⁸ | 9 a.m.

2024 Fall Into Fitness Challenge



¹⁷https://www.cvraceseries.us/Events/EventPage.php?event_id=1400

¹⁸<https://runsignup.com/Race/Info/PA/York/YorkYMCA5KTurkeyTrot>



The **4th annual** Fall Into Fitness Challenge¹⁹ is a 6-week campus-wide program designed to inspire wellbeing and healthy behaviors in all who participate! Join this fun challenge to connect with peers, friends and family while you engage in the activities and programs offered.

The fall 2024 challenge began on Sunday, October 6 and continues through Saturday, November 16. Registration is available to everyone (students and employees) in the campus community!

Join the Team:²⁰ We will keep you updated about the Challenge through TEAMS chat messages, emails, Dickinson Today announcements, and also the Fall Into Fitness Challenge webpages this fall. To officially participate in the 2024 Fall Into Fitness Challenge, please **complete the form**²¹.

Challenge Activities: Each week will include special activities and/or challenges for participants. Individuals may register²² with or without being part of a mini-team. Mini-teams can consist of 2-6 participants from any part of the college community - any variation of students/staff/faculty members. For staff and faculty, the traditional employee divisional challenge winners will continue to be determined by two criteria – the greatest percentage of participation for staff and the highest average number of minutes per participant.

¹⁹<https://forms.office.com/r/55AcK7m24L>

²⁰<https://teams.microsoft.com/l/team/19%3A376b5de98c5c4e0382caa71f30205160%40thread.tacv2/conversations?groupId=74e71e0a-3a05-4fab-949b-086c649b510b&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

²¹<https://forms.office.com/r/55AcK7m24L>

²²<https://forms.office.com/r/55AcK7m24L>

Log your steps and exercise minutes:²³ Each Monday morning (or soon after the end of each week), use the **Forms link**²⁴ to report your exercise/active minutes and steps taken each week! This adds to the fun of the 2024 Fall Into Fitness Challenge – and helps determine the winners for any mini-team challenges and activities offered over the next six weeks (October 6-November 16).

Make the steps you take in the 2024 Fall Into Fitness Challenge the first steps you take toward ***falling into wellness!***



²³<https://forms.office.com/r/RqzgKK2UDC>

²⁴<https://forms.office.com/r/RqzgKK2UDCI>

Employee Announcements



Election Day - Tuesday, November 5



Faculty, staff, and students are encouraged to take the time to exercise our civic duty to vote. As a reminder to employees, Dickinson has expanded the time for full-time employees to vote to up to four hours of paid time off. Employees should contact their supervisor to make specific arrangements if voting before or after regularly assigned work hours is not possible. Nonexempt employees should record these hours as regular hours worked.

Free Covid-19 Tests



COVIDtests.gov Program²⁵: Households can once again order to receive four free COVID-19 rapid tests. Test kits will be delivered directly to your home via the US Postal Service. Click here²⁶ for more information and to place your order while supplies are available.

Expired Test Kits: Before you discard your "expired" test kits, click here²⁷ to see if the expiration date has been extended.

As a reminder, free COVID-19 tests are available to faculty and staff using your Meritain Health member card containing your Optum Rx prescription benefit²⁸. Pick up a test kit at your pharmacy or order online* for pick-up/delivery. Click here²⁹ for more information about **Optum Rx**. **Please be aware that if you order test kits through an online pharmacy, you may have up-front charges, and can submit a claim to **Optum Rx**³⁰ to request reimbursement.*

Symptomatic: If you have symptoms of a respiratory virus, we encourage you take care of yourself. Please use the guide below to help determine isolation. As always, seek guidance from a healthcare provider if your symptoms worsen. For more information, please see the **Employee Information**³¹ webpage.

²⁵<https://www.covid.gov/tests>

²⁶<https://www.covid.gov/tests>

²⁷<https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests#list>

²⁸https://www.dickinson.edu/download/downloads/id/14683/meritain_health_and_optum_rx_covid-19_coverage_effective_through_june_30_2024.pdf

²⁹<http://www.optumrx.com/>

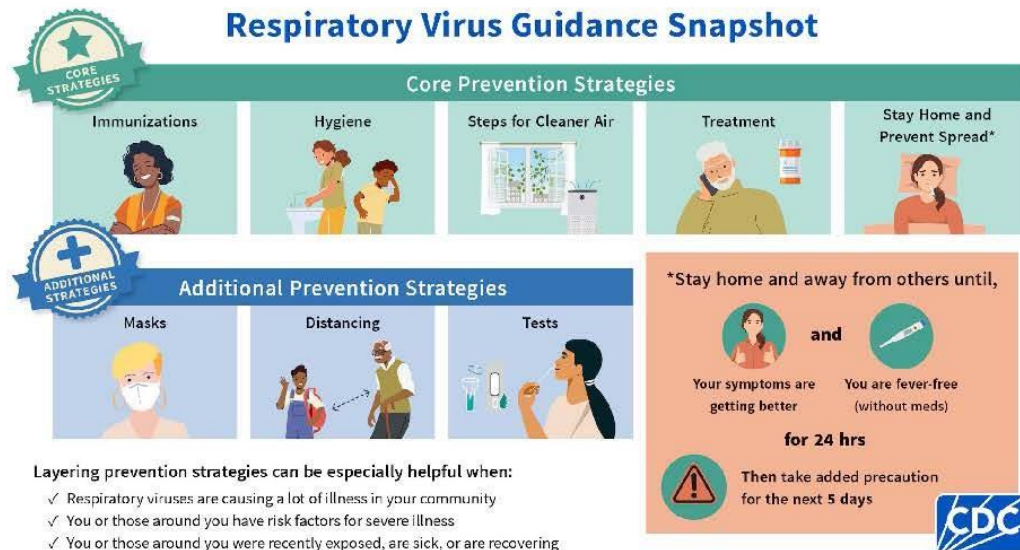
³⁰<https://dmr.optumrx.com/>

³¹https://www.dickinson.edu/homepage/1291/employee_information

Dickinson

Respiratory Virus Guidance

Respiratory viruses (e.g. Flu, RSV, and COVID-19) spread quickly, and can sometimes lead to serious health complications in others. Take action to protect yourself and others from health risks caused by respiratory viruses:



03/01/2024: Isolation and quarantine guidelines changed for COVID-19. [Click here](#) for more information.

When you may have a respiratory virus

Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause. These symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.

You can go back to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, **and**
- You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precaution over the next 5 days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when you will be around other people indoors.

- Keep in mind that you may still be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.
- If you develop a fever or you start to feel worse after you have gone back to normal activities, stay home and away from others again until, for at least 24 hours, both are true: your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication). Then take added precaution for the next 5 days.

Source: <https://www.cdc.gov/respiratory-viruses/prevention/index.html>

Employee Spotlight



Biddle House staff had some fun with a pumpkin carving contest!





Thank you to Sarah Leahy, Associate Director of Campus Life for Residence Life & Housing, for providing kudos and recognizing the following employees:

Tori Campbell, Assistant Director for Residence Life

Tori is the Chair of Residence Life Student Staff Training and has put in numerous hours working to create a training that not only connects the 52 student staff members to each other, but also to dozens of departments across campus.

Without the work that Tori has put into this annual initiative, our student staff members would not have the knowledge that they need to build community and provide safety to the almost 2200 residential students here at Dickinson.

Sam Dore, Assistant Director for Residence Life:

Though Sam is brand new to the Residence Life and Housing team, she has already been able to step up and bring her creativity into the role. In the month that Sam has worked her, she has already redeveloped the programming protocols that will Residence Life Student Staff members are expected to accomplish throughout the year. This is a huge task that takes a lot of time, but often happens in spaces that others do not see. Thankful for all the work that Sam has already contributed to the RL&H team.

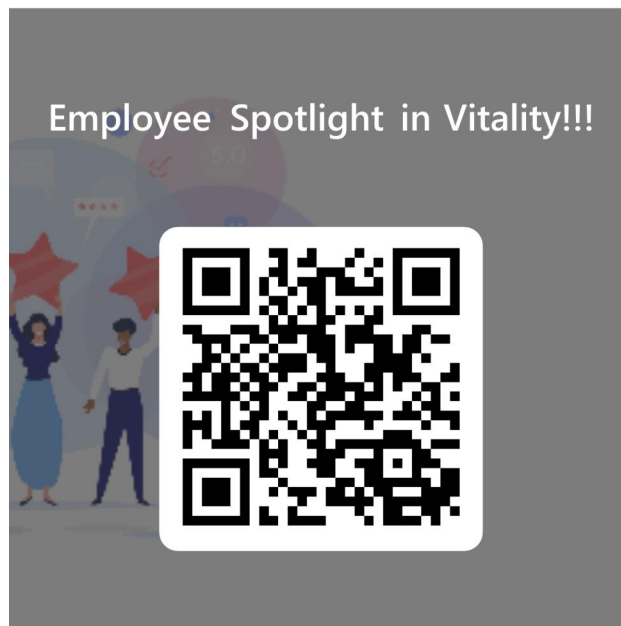
Laurie Henry, Administrative Coordinator Campus Life:

Laurie is the manager of all early arrivals and opening items when it comes to key/ID Card prep from the Residence Life and Housing perspective. The work that goes into this process is very individually detailed for every student and requires a lot of correct and specific work. The work that Laurie does allows for the rest of the team to focus in on the areas that they need to without having manage arrivals and areas. The work that Laurie does as an Administrative Coordinator is not simple or easy; it is something that needs to be celebrated and praised!

Dean Maker, Assistant Director for Residence Life

Dean has been the Chair of the Residence Life Student Staff Selection Committee for almost a year. In that time, Dean has been able to lead the department in the selection of the 52 Student Staff members for the 2024-25 academic year. The work that often takes place behind the scenes becomes visible once the student staff members are on campus for training.

Thank you Tori, Sam, Laurie, and Dean for your contributions to the campus community!



If you would like to **recognize an employee** for their personal or professional accomplishments in an upcoming issue of Vitality, please complete the honoree submission form by clicking [here](https://forms.office.com/r/1BMj9krjds)³² or scan the QR code.

³²<https://forms.office.com/r/1BMj9krjds>

Compliance / Policies



2024 Title IX Required Training

Changes to the federal Title IX law took effect August 1, 2024. What does this mean for Dickinson College's faculty and staff? The Title IX and You course by United Educators examines your obligations under the law, including how you must respond to and report disclosures of sex-based harassment as a mandatory reporter.

This course will help you:

- Understand legal rights and protections for employees and students under Title IX.
- Identify different types of sex-based discrimination, including acts of sexual misconduct.
- Apply techniques for responding to reports of sex-based discrimination that are consistent with Title IX and your institution's policy and procedures.
- Summarize your role in reporting incidents to the proper authorities.

All employees and student workers are required to complete this training annually. Please complete the course by **clicking here**³³ or log into Totara via the Gateway. The 2024 Title IX Required Training tile is located within your dashboard.

*Note: This is in addition to the biennial Protecting Our Community certification requirements, which now includes only one course requirement for completion: Prevent Discrimination and Harassment Together **or** Workplace Harassment Fundamentals.*

Information Security Awareness Program: Fall 2024

The college is required to provide and verify security awareness training for all employees on an annual basis. The training is a requirement for numerous statutes, rules, and the college's cyber insurance carrier. Information security awareness training is important because it helps protect the college from cyber attacks on the computing systems that may result in data compromises and breaches.

Information Technology Services requires **all employees** to complete the Information Security Awareness Program³⁴ by December 13, 2024 or within 60 days of enrollment. To satisfy the program requirements, you must view and complete the courses below:

1. You Are the Shield
2. Passwords
3. Malware
4. Email and Phishing
5. Mobile Devices

The approximate time to complete all five courses is less than 20 minutes. You may stop and start at your convenience. Please go to Information Security Awareness Program: Fall 2024³⁵ to complete the program requirements. The program is also available within your dashboard in

³³<https://totara.dickinson.edu/course/view.php?id=516>

³⁴<https://totara.dickinson.edu/totara/program/view.php?id=71>

³⁵<https://totara.dickinson.edu/totara/program/view.php?id=71>

Totara. If you have questions regarding the course content, please reach out to the Help Desk³⁶. If you are having trouble accessing a course, please email devwell@dickinson.edu³⁷.

Annual Notices for Group Health Plans

To make sure that you have all the information you need to make informed decisions for you and your family, the law requires Dickinson College to provide you with notice of certain legal rights that you may have and legal obligations that apply to the Meritain Health Group Health Plan. These rights and obligations are described in more detail in the Compliance Notices³⁸ effective July 1, 2024, which can be found within our Summary Plan Documents³⁹ webpage. If you have any questions, please contact Human Resource Services⁴⁰.

Get the Most Out of Your Benefits



Employee Compensation Statement

³⁶<mailto:helpdesk@dickinson.edu>

³⁷<mailto:devwell@dickinson.edu>

³⁸https://www.dickinson.edu/download/downloads/id/15626/compliance_notices_2024.pdf

³⁹https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions

⁴⁰<mailto:hrservices@dickinson.edu>

The annual employee compensation statements for 2024 will be made available via the Gateway in November. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If you have any concerns about the statement or questions related to a specific benefit, please contact Human Resource Services⁴¹.

Below is a sample.

Dickinson College
Confidential Compensation Statement as of Nov XX,
2024

A special message about your compensation

Human Resource Services is pleased to provide you with this compensation statement which includes an estimate of the current annualized value of your salary and benefits. Your total compensation includes much more than your regular paycheck. The variety of benefits and privileges provided by the college are valuable in both monetary terms and in the financial security they may provide.

CONFIDENTIAL For:
Employee Name
Street Address
City, State Zip Code

Personal Data:
Banner ID: xxxxxxxxxx
Employment Date: MMM, DD, YYYY
Birth Date: MMM, DD, YYYY
Position: title

Summary of Salary and Employer Provided Benefits

Base Salary	xxxxxxx
Retirement Contributions by Dickinson	xxxxxxx
Benefits Paid by Dickinson	xxxxxxx
FICA (Social Security - Retirement)	xxxxxxx
Total	xxxxxxx

Your Total Compensation

■ Salary
■ Retirement
■ Insurance
■ FICA

Benefits

Benefit Description	Employee Amount	Dickinson Amount
Medical Insurance - (b) Employee + Child(ren)	xxxxxxx	xxxxxxx
Dental High Option Non Exempt - (c)	xxxxxxx	xxxxxxx
EE + Sp + Child(ren)/EE + Childm	xxxxxxx	xxxxxxx
Vision Support Staff - (c) EE + Sp + Child(ren)/EE + Childm	xxxxxxx	xxxxxxx
Flexible Health Care Account	xxxxxxx	xxxxxxx
Medicare Contributions	xxxxxxx	xxxxxxx
Life Insurance Coverage (\$68,687)	xxxxxxx	xxxxxxx
Long Term Disability (\$1,717 per Month)	xxxxxxx	xxxxxxx
Total Benefits	xxxxxxx	xxxxxxx

Retirement Plans/Contributions and FICA (Social Security)

Retirement Plan	Employee Amount	Dickinson Amount
TIAA 8% ER Contribution	xxxxxxx	xxxxxxx
TIAA CREF GIRA Account	xxxxxxx	xxxxxxx
Emeriti VERA Contribution	xxxxxxx	xxxxxxx
TIAA .5% ER Match Contribution	xxxxxxx	xxxxxxx
Total Retirement Contributions	xxxxxxx	xxxxxxx
FICA (Social Security - Retirement)	xxxxxxx	xxxxxxx

⁴¹<mailto:hrservices@dickinson.edu>

Leave Time Earned	
Leave Time Description	Earned Hours
Vacation	xxxxxx
Floating Holiday	xxxxxx
Sick Leave	xxxxxx
Short Term Disability - Full	xxxxxx
Short Term Disability - Half	xxxxxx

Paid College Holidays
New Year's Day
Memorial Day
Juneteenth
Independence Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
Day after Christmas

Paid College Closings
Holiday Break - Between Christmas and New Years Day

Other Benefits
Campus Cultural Events Discounts
Children's Center Discount
Dining Discounts (with Declining Balance Card)
Employee Assistance Program
Home Buyer Program
Kline / Fitness Center
Movie/Event and Hershey Park Discounts
Professional Development Offerings
Recreational Facilities Discount
Tax Deferred Annuity Plan
Unemployment Compensation
Wellness Program
- Diagnostic Health Screenings
- Educational Workshops
- Fee Reimbursement Available
- Flu Shots
- Local Gym Discount Programs
- Nutrition / Weight Management Events
- On Campus Physical Activities
- Participation Incentives Available
Workers Compensation

Other Time Off
Extended Medical Leave
Family Medical Leave (FMLA) (after 1 year and 1250 hours)
Funeral Leave
Jury Duty
Military Leave
Parental Leave (after 1 year)

Other Campus Services
Dining Services
Library Usage
Mail Center
Print Center

Full-Time Benefits
Discounted Group Insurance Rates
- Accidental Death and Dismemberment
- Cancer & Critical Illness
- Accident Insurance
- Long Term Care
- Met Life Auto, Homeowners and Renters
- Term Life
Health Advocate Program
Tuition Program - Remission, Assistance and Exchange (as applicable)
Additional Guidance Resources
- Employee Assistance Program
- ID Theft and Credit Monitoring
- Bereavement Support Services
- Travel Assistance

Links to Summaries of Benefit Programs are available on the HR website at www.dickinson.edu/hrservices.

Retirement Beneficiary Designation and Updates

An important part of your plan for the future might be missing...If you're like many retirement plan participants, you probably selected a beneficiary for your accounts when you started your job and never thought about it since. Keeping your beneficiary information current is one of the most important—and one of the most commonly overlooked—aspects of managing your retirement benefits. For more information on updating your beneficiary, please visit the link below:

- Retirement Beneficiary Designation & Updates⁴²

⁴²https://www.dickinson.edu/info/20083/human_resource_services/3424/beneficiary_designations



Naming beneficiaries to your financial accounts is probably something you've received a lot of reminders about, but maybe you haven't known why taking care of it is important.

In this webinar, learn:

- How to define what a beneficiary is
- Why naming beneficiaries is necessary
- How to identify your beneficiaries
- Why regularly reviewing your beneficiary designation is important

Visit [tiaa.org/webinars](https://www.tiaa.org/webinars) to register.

WEBINAR

Naming your beneficiaries: **Why it matters**

Featured speaker

Renee Myers
Financial Consultant

Thursday, November 7

2 p.m. to 3 p.m. (ET)

1 p.m. to 2 p.m. (CT)

Noon to 1 p.m. (MT)

11 a.m. to noon (PT)

[Register now](#)

2 - TIAA Webinars⁴³



⁴³<https://www.tiaa.org/webinars>

TIAA Retirement Consultations

Wednesday, November 6 | 9 a.m. - 5 p.m. | HUB Mary Dickinson Room

Questions about retirement? Your financial consultant has answers.

Making decisions about your money can feel complicated. TIAA's experienced financial consultants are available to help you plan for your future. One-on-one personal advice and education about your retirement plan assets is available at no additional cost. During your discussion, they'll cover questions like:

1. Am I saving enough?
2. Am I invested appropriately?
3. Am I on track to meet my retirement goals?

Schedule time today for an appointment with TIAA financial consultant, *Nigel Stearns*.

To schedule a personal meeting please sign up online⁴⁴ or call 800-732-8353 (remember to ask for the Dickinson College schedule), weekdays, 8 a.m. to 8 p.m. (ET). ***All appointments must be scheduled through TIAA.***

The next TIAA Retirement Consultation is scheduled for Thursday, December 19, from 9 a.m. to 5 p.m. in the Mary Dickinson Room.

Webinars

Would you like to learn more about saving or retirement planning for the future? 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](https://www.tiaa.org/webinars)⁴⁵. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

⁴⁴<https://shared.tiaa.org/public/publictools/events/meetingatworkplace>

⁴⁵<https://www.tiaa.org/webinars>



NOVEMBER WEBINARS

Financial know-how starts here.

Register for TIAA's live webinars to get financial information, news and tips from our experts.

Reserve your spot by registering now at tiaa.org/webinars. Check back at any time for future webinars. These webinars are part of your retirement plan benefits.

November 05	Investing essentials: 5 principles to invest with confidence Get a head start on smart, secure investing with simple principles.	Noon to 1 p.m. (ET) 11 a.m. to noon (CT) 10 a.m. to 11 a.m. (MT) 9 a.m. to 10 a.m. (PT)
November 07	Naming your beneficiaries: Why it matters TIAA will help you make an informed decision based on legal issues, financial goals and personal wishes.	2 p.m. to 3 p.m. (ET) 1 p.m. to 2 p.m. (CT) Noon to 1 p.m. (MT) 11 a.m. to noon (PT)
November 13	How to get the most from your employee retirement plan Let's talk tips for optimizing your retirement savings. The decisions you make (or don't make) can really add up in the future.	3 p.m. to 4 p.m. (ET) 2 p.m. to 3 p.m. (CT) 1 p.m. to 2 p.m. (MT) Noon to 1 p.m. (PT)
November 19	Family wealth education Family wealth includes more than just economic resources. The plan should also contemplate your family's values, experiences and passions.	1 p.m. to 2 p.m. (ET) Noon to 1 p.m. (CT) 11 a.m. to noon (MT) 10 a.m. to 11 a.m. (PT)

Reserve your spot



Webinars

Fidelity understands that today's diverse workforce has a wide range of needs and that financial wellness is unique to every individual. They developed a series of educational programs to help get the most out of your benefits and meet your goals.

Browse their extensive educational webinar offerings by clicking here⁴⁶. From small classes and coaching sessions to large multi-session webinars they have something that can help you take your knowledge to the next level!

Fidelity's Quarter Four 2024 Live Web Workshops Schedule⁴⁷



Medicare Resources - Open Enrollment Ends December 7

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, use the links below to make informed decisions:

Medicare Transition Services (also known as CVS Attain Health)⁴⁸ offers assistance and guidance through the various parts of Medicare. Click to explore and learn more about your Medicare options or call 1-844-936-4205 (Monday through Friday, 9 a.m. - 6 p.m.).

⁴⁶<https://fidelityevents.com/allevvents/special>

⁴⁷<https://totara.dickinson.edu/course/view.php?id=458>

⁴⁸<https://www.medicaretransitionservices.com/>

MyRetiree Health⁴⁹ helps you determine which plan will work best for you. You'll find a variety of medical and prescription drug plan options on this health exchange, along with educational videos and tools to help you choose a plan.

VIA Benefits⁵⁰ is a free service that makes it easy to compare and enroll in the nation's top Medicare health care plans from the leading regional and national health insurers.

Community | For the Greater Good



⁴⁹https://www.dickinson.edu/homepage/1744/myretiree_health

⁵⁰https://www.dickinson.edu/homepage/1743/via_benefits

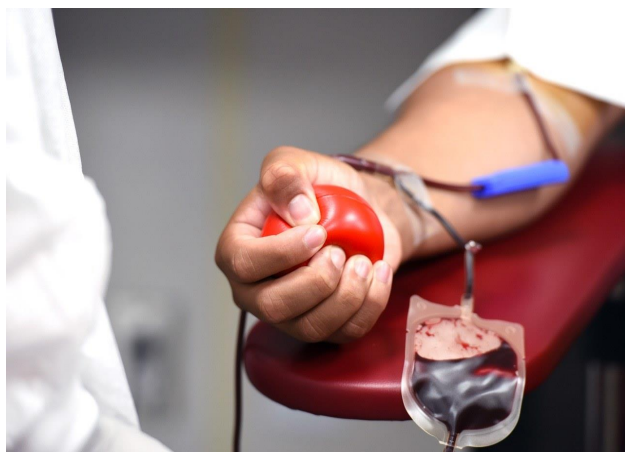
Community Blood Drives

Central Pennsylvania Blood Bank

*Click on the links below to see a schedule of the following area blood drives **during the month of November:***

- Cumberland County Blood Drives⁵¹
- **Perry County Blood Drives⁵²**
- **Shippensburg University Blood Drive⁵³**

For more questions or more information about blood donation to the Central Pennsylvania Blood Bank, please visit 717giveblood.org⁵⁴ or call 1-800-771-0059.



⁵¹https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

⁵²https://www.dickinson.edu/download/downloads/id/12734/central_pennsylvania_blood_bank_perry_county_blood_drives.pdf

⁵³https://www.dickinson.edu/download/downloads/id/16010/central_pennsylvania_blood_bank_shippensburg_university.pdf

⁵⁴<http://717giveblood.org/>

Down on the Farm



Farm Works at 169 W. High Street

Hours: 11 a.m. - 2 p.m.

Now open on Saturdays!

Visit their website⁵⁵ to see featured soups and salads.

You can also shop Farm Works online⁵⁶ or visit them at Farmers on the Square each Wednesday from 3-7 p.m.

⁵⁵<https://www.dickinson.edu/farmworks>

⁵⁶<https://dcorganicfarm.square.site/>

Nutrition Corner



Slow Cooker Harvest Beef Stew

There's no need to ask "where's the beef" in this dish! A full pound of bottom round beef roast is found in this recipe! Toss all the ingredients in your slow cooker and enjoy a heart healthy bowl of hot stew on a chilly day.

Embed://<iframe width="705" height="397"
src="https://www.youtube.com/embed/FE5VUY3SDMI" title="Slow cooker Harvest Beef Stew
recipe" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media;

gyroscope; picture-in-picture; web-share" referrerpolicy="strict-origin-when-cross-origin" allowfullscreen></iframe>

Serving: 6 | **Serving size:** 2 cups

Ingredients

- 1 pound bottom round beef roast, cut into 1-inch cubes, all visible fat discarded
- 1 large russet potato, cut into 1/2-inch pieces (about 2 cups)
- 1/4 cup all-purpose flour
- 1 medium sweet potato, cut into 1/2-inch pieces (about 2 cups)
- 2 cups thinly sliced carrots
- 10 ounces frozen pearl onions
- 1 14.5-ounce can no-salt-added diced tomatoes
- 1 14.5-ounce can fat-free, low-sodium beef broth
- 1 cup water
- 3/4 teaspoon dried thyme
- 1/2 teaspoon pepper
- 10 ounces frozen peas
- 2 tablespoons dried parsley

Preparation

1. Add the beef, potato, and flour to a 4-to-6 quart slow cooker, stirring well to combine.
2. Add the sweet potato and carrots to the slow cooker. Top with the onions, tomatoes, broth, water, thyme, and pepper.
3. Cook, covered, on low heat for 10 to 12 hours or high heat for 5 to 6 hours. Quickly stir in the peas and parsley. Re-cover the slow cooker. Cook for 5 to 10 minutes.

Cooking Tip: When using your slow cooker, make sure the food that takes the longest time to cook, such as the beef, potatoes, and carrots in this recipe, are on the bottom, which is closest to the heat source.

Keep it Healthy: If you can't find bottom round beef roast for this beef stew, go for another lean cut of beef like bottom eye roast or top round. You can also use stew meat, but be sure it's lean.

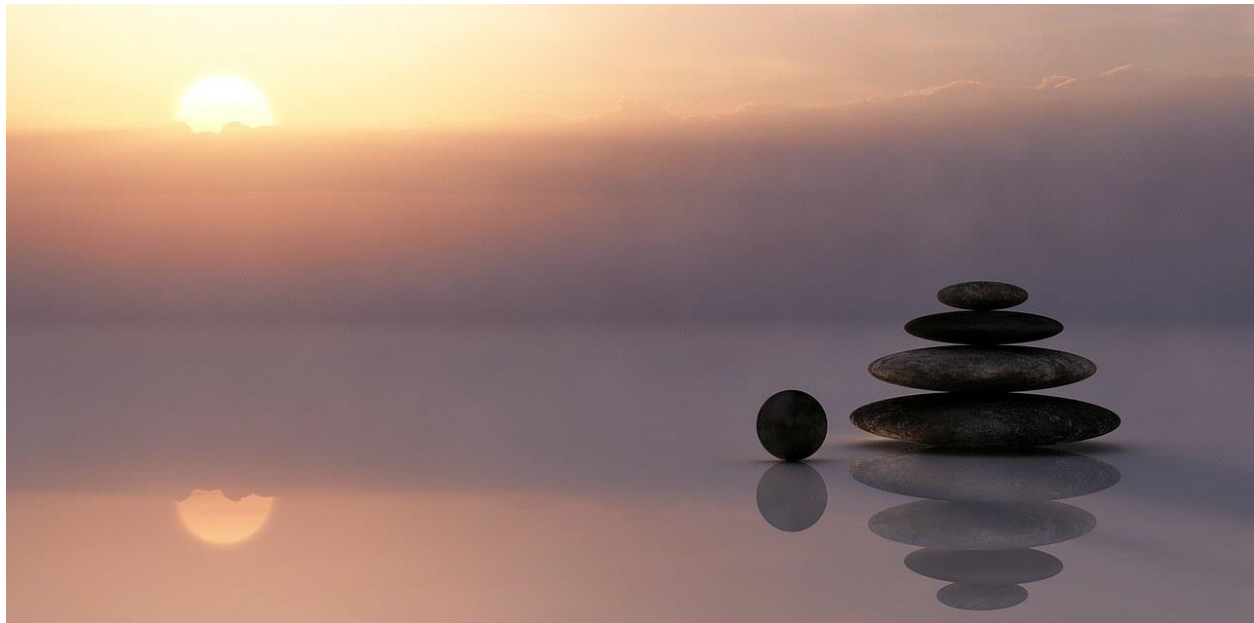
Tip: To save time in the morning, do some of the prep work the evening before, such as cutting up the beef and carrots. Wait to chop the potato until right before adding it to the slow cooker; it will discolor if cut in advance.

Nutrition Facts Per Serving: Calories: 311 | Total Fat: 4.0 g | Saturated Fat: 1.5 g | Polyunsaturated Fat: 0.5 g | Monounsaturated Fat: 2.0 g | Cholesterol: 45 mg | Sodium: 211 mg | Total Carbohydrate: 42 g | Dietary Fiber: 7 g | Sugars: 11 g | Protein: 24 g

Dietary Exchanges: 2 starch, 3 vegetable, 2 1/2 lean meat

Source: American Heart Association⁵⁷

Wellness@Dickinson



⁵⁷https://recipes.heart.org/en/recipes/slow-cooker-harvest-beef-stew?utm_source=healthy+for+good+fy+2025&utm_medium=email&utm_campaign=CP_HFG_Send_2_102124&utm_content=Recipe+cta&sc_campaign=7BEAEDB1401C4FE788C6A3E0085A3528

The Importance of Creating a Holiday Game Plan



To experience more joy and less stress this holiday season, it helps to develop a game plan now. We highly recommend taking a whole health approach, which recognizes the importance of nurturing and strengthening yourself first.

Being strong and healthy can help you find more joy during the season while preventing the stresses and challenges from wearing you down. Here are some strategies that can help thrive in the months ahead:

1. Prioritize your mental health

You are likely to get busy with more events, celebrations, and family gatherings. To protect yourself against stress, anxiety, and burnout, remember the importance of boundaries and scaling back when you need to. It's also important to be proactive in reducing stress and clearing your mind. Instead of dwelling on thoughts, consider sharing them with a trusted friend or family member and looking for new solutions.

2. Nurture your physical health

Holiday gatherings and colder weather can make it difficult to stick with healthy meal planning and exercise routines. Do what you can regarding healthy eating and exercise routines—

and getting adequate sleep and water. These basic tips can help you feel strong, energized, and positive.

3. Cultivate your emotional well-being

The holidays can stir up a mix of emotions, including joy, nostalgia, or even grief. Be sure to acknowledge your emotions, especially if you feel sad or overwhelmed. To lift your spirits, try to prioritize quality time and authentic relationships, whether it's with family, friends, or colleagues.

4. Maintain your financial well-being

Gift-giving, travel, and social events can add financial pressure. Plan proactively by creating a budget to help you avoid overspending. It's helpful to prioritize shared experiences and time together over material things.

5. Strengthen your inner well-being

Whether it's through religious practices, rituals, or personal reflection, try to carve out quiet time. These moments of stillness can bring a sense of calm, clarity, and peace.

Remember, your Assistance Program is also here to help. Services are free, confidential, and available to you and your family members. You can access them 24/7 by visiting [Member Support](#).

ALL ONE
HEALTH

ACI BENEFITSSM EASE@WORKSM ENCOMPASSSM ERSSM FEI WORKFORCE RESILIENCESM IMPACTSOLUTIONSSM
LIFESERVICESSM LYTTLE EAP PARTNERSSM PERSPECTIVESSM SANDCREEKSM TRIADSM

1 of 2

UPMC Virtual Events

UPMC Virtual Events is your source for Tele-Town Halls, UPMC Podcasts, and the Alive & Well Series. For more information, **click here**⁵⁸. Registration links are available via Totara.

⁵⁸<https://totara.dickinson.edu/course/view.php?id=64>

- Tuesday, November 12, at 5 p.m.: Tele-Town Hall | Women's Health (*to participate, dial this toll free phone number: 855-962-0996*)
- Tuesday, November 19, at 6:30 p.m.: Migraines in Women
- Wednesday, December 11, at 6:30 p.m.: Comprehensive Guide to Chronic Kidney Disease and Transplant Options



Flu Vaccinations

Wednesday, November 6 | 4 - 6 p.m. | HUB Social Hall

We are happy to offer flu vaccinations to students and employees of the College.

Flu shot facts: Of course, the flu shot fights the flu. But what exactly is the flu? It's a virus that can cause respiratory infection. It spreads quickly. And it can lead to pneumonia and other complications. **Sign-up**⁵⁹ for your free flu vaccine today!

This is the last scheduled flu clinic for this semester. Sign-up here!⁶⁰

⁵⁹<https://totara.dickinson.edu/course/view.php?id=165>

⁶⁰<https://totara.dickinson.edu/course/view.php?id=165>

Vaccinations will not be available for spouses and/or dependents. Please be sure to schedule an appointment with their primary care provider or a pharmacy offering flu shots.



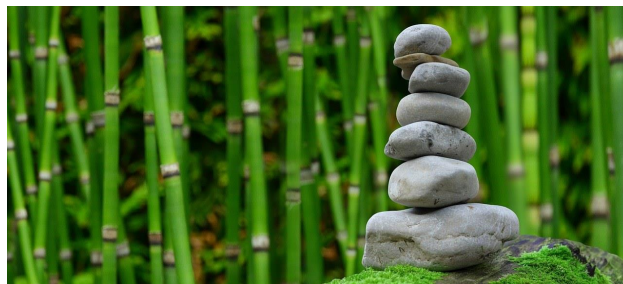
Thoughtful Thursdays

Thursday, November 7 | 7:30-8 a.m. | Memorial Hall, Old West

Thoughtful Thursday meditation sessions offer the opportunity to start the day off with a bit of reflection and inner peace. Leave feeling refreshed, balanced, and ready to meet any challenges coming your way. Join us to center your mind and body while bringing focus to your day!

The last session for the fall semester will be held on December 5.

Enroll and sign-up in Totara.⁶¹



⁶¹<https://totara.dickinson.edu/course/view.php?id=307>

Blood Pressure Screening

Tuesday, November 12 | noon - 1 p.m. | HUB Mary Dickinson Room

Walk-ins welcome! No appointment necessary!

The next scheduled screening is Tuesday, December 10.



Balancing Act: Our Minds, Emotions, & Everyday Life

Thursday, November 14 | noon - 1 p.m. | Althouse G08

Presenter: Michele Patterson Ford, Ph.D., Licensed Psychologist, Senior Lecturer

Our rational mind and emotional mind work together in everyday life, influencing how we think, feel, and act. Our thought processes guide decision-making and planning, while our feelings provide the motivational force that drives behavior, interpersonal connections, and overall well-being. The "wise mind" integrates the insights of both our rational and emotional minds and allows us to acknowledge our feelings while also using logic and reason to guide our actions. In

this presentation you will develop understanding of how the mind and emotions are key to leading a balanced and fulfilling life and you will learn strategies for regulating your thoughts and feelings in order to access your "wise mind" and improve well-being.

Enroll and sign-up for this Emotional Wellbeing session in Totara⁶².



Holiday Game Plan: Handling Holiday Stress - A Health Advocate Webinar

Thursday, November 14 | 10 a.m. or 4 p.m. | Webinar

The holidays are supposed to be a time of joy and excitement, but for many of us, this season can also lead to feeling stressed or overwhelmed. From family to finances, the holidays often create high expectations that may not be realistic. Finding ways to adapt during this unique season and set boundaries you are comfortable with can help you overcome some of these common challenges.

Join Karen Rech, Program manager and Senior Trainer of Health Advocate, for this brief webinar to explore strategies and begin creating your own game plan to reduce and manage stress for a calmer and brighter holiday season.

⁶²<https://totara.dickinson.edu/course/view.php?id=58>

Sign up for the session that best fits your schedule:

10:00 a.m.⁶³ **4:00 p.m.**⁶⁴

Upcoming Webinars:

December 12 | Power of the Positive – Cultivating Optimism

10:00 a.m.⁶⁵ **4:00 p.m.**⁶⁶

For a listing of on demand webinars, click here⁶⁷.



Preparing for Life's Transitions

Thursday, November 21 | noon - 1 p.m. | HUB Social Hall West

Presented by MaryAnn Sutton, PhD, UPMC

⁶³<https://attendee.gotowebinar.com/register/2712895847683802971?source=memwebpg>

⁶⁴<https://attendee.gotowebinar.com/register/2874118337176233566?source=memwebpg>

⁶⁵<https://register.gotowebinar.com/register/7311242591043031134?source=memwebpg>

⁶⁶<https://attendee.gotowebinar.com/register/2029011709835067224?source=memwebpg>

⁶⁷<https://www.healthadvocate.com/site/memberwebinars>

Life is full of transitions, each bringing its own set of challenges and opportunities. Whether you're grieving a loss, preparing for retirement, navigating the responsibilities of being a sandwich generation caregiver, adjusting to an empty nest, celebrating your child's independence, or welcoming the birth of a new baby, each phase requires thoughtful preparation and emotional resilience. Understanding and embracing these changes can help you navigate them with greater ease and confidence.

Enroll and sign-up in Totara.⁶⁸

MaryAnn Sutton, PhD, received her bachelor's degree in psychology from Clarion University of Pennsylvania and completed her Master of Education in counseling and human services and doctorate degree in Counseling Psychology from Lehigh University. Dr. Sutton's experience includes individual and family mental health treatment with children, adults and older adults for anxiety, depression, trauma and behavioral disorders. Additionally, Dr. Sutton has worked in drug and alcohol treatment, risk assessment, crisis intervention, behavioral assessment, and group therapy.



Ceramic Night with Art & Art History

Please note: Booking is currently full.

⁶⁸<https://totara.dickinson.edu/course/view.php?id=64>

Curious how to create with clay? Join Associate Professor Rachel Eng to learn how to hand build a cup or bowl out of clay during the first event and come back to glaze it the following week. No prior experience necessary, come work with clay and meet others in the Dickinson community.

Fall Semester:

- **Thursday, November 21 | 7:00-8:00 p.m. (clay making)**
- **Thursday, December 12 | 7:00-8:00 p.m. (glazing work)**

Location: Ceramic Studio behind Goodyear

Enroll and sign-up in Totara.⁶⁹



A Quick Guide to the Mediterranean Diet - Nutrition Information Session

Wednesday, December 11 | noon - 1 p.m. | Stern Center, Room 102

Presented by Courtney Hager, RD LDN

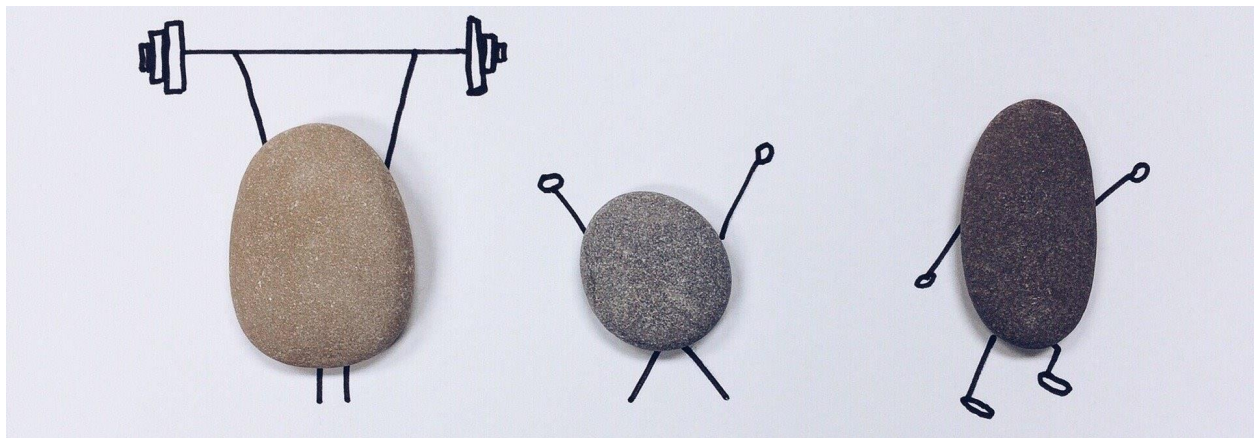
If you're looking for good nutrition, lots of flavor, and fewer hard-to-follow rules, the Mediterranean Diet may be just what you need. The Mediterranean Diet is known for being heart-healthy, brain-beneficial, and good for overall health. Come learn about research-backed ideas to make changes to your plate and your health.

⁶⁹<https://totara.dickinson.edu/course/view.php?id=450>

Enroll and sign-up now⁷⁰ to attend this nutrition session to learn more about the Mediterranean Diet and ways to both improve your nutrition as well as your health!



Wellness@Dickinson Fitness Programs



Fall Fitness Programs

⁷⁰<https://totara.dickinson.edu/course/view.php?id=94>



FREE Fall Semester Fitness Programs - Register NOW in *Totara* or *EngageD*!

Wellness programs offered for 2024-2025 continue through the month of November, with fitness options offered both by Human Resource Services and the department of Athletics to allow the maximum possible wellness opportunities for the campus community.

Unless otherwise informed by the instructor, fitness classes will not be offered during the Thanksgiving Holiday Break.

Mondays

Pilates⁷¹

Mondays | 3:30-4:30 or 4:30-5:30 p.m. | HUB Dance Studio

Pilates is a form of exercise that emphasizes the balanced development of the body through strength, flexibility, and awareness in order to support everyday movement. Through a series of core exercises, the body is both strengthened and stretched, ultimately providing a longer, leaner look. Improve coordination, release stress, and improve your posture with a practice that is both effective and fun. Suitable for all levels of fitness.

RSVP in EngageD⁷² by searching *Pilates*.

Instructor: Jennifer Moore

⁷¹<https://dickinson.campuslabs.com/engage/events?query=pilates>

⁷²<https://dickinson.campuslabs.com/engage/events?query=pilates>



Tuesdays

Zumba⁷³

Tuesdays through November 19 | 5 to 6 p.m. | Allison Hall Community Room

Zumba is a total body workout that boosts health through accessing both anaerobic and aerobic forms of exercise. By working on both systems, a good cardiovascular system is maintained, plus it's fun! Throughout the span of the workout the class will switch between low and high intensity dance moves that are designed to boost your heart rate. Jeannette Kole is a certified Zumba instructor who is very passionate about this form of exercise, and is excited to work with members of the Dickinson community.

RSVP in EngageD⁷⁴ by *Zumba*.

Instructor: Jeannette Kole

December schedule: Tuesday, December 10; no classes December 3. Classes will resume on January 21.

⁷³<https://dickinson.campuslabs.com/engage/events?query=zumba>

⁷⁴<https://dickinson.campuslabs.com/engage/events?query=zumba>



DEW Power Yoga⁷⁵

Tuesdays through November 19 | noon to 1 p.m. | HUB Dance Studio

DEW (**D**iamond **E**ssence **W**ithin) Power Yoga offers the possibility to find your inner power and builds from within to expand your ability from the inside outward. Yoga is for everyone - and whether you are new to yoga or have been practicing for a while - the empowerment of this **Baptiste-style** class brings results! This is a judgement-free practice for anyone who would like to join and practice yoga. The sequence of poses will warm you up from the inside and bring amazing results overall. Finish each session feeling energized yet relaxed!

****Exception for the week of Tuesday, November 5: This week's session will be held on Friday, November 8 to avoid conflicting with election day. Remember to VOTE!***

Enroll and sign-up in Totara⁷⁶.

Instructor: Jeanette Diamond



⁷⁵<https://totara.dickinson.edu/course/view.php?id=457>

⁷⁶<https://totara.dickinson.edu/course/view.php?id=457>

Wednesdays

Sports Yoga⁷⁷

Wednesdays through November 6 | 4:45 to 5:45 p.m. | HUB Dance Studio

Sports Yoga combines active stretching, breathing techniques and a westernized approach to learning and using Yoga poses. Each class is designed to safely increase flexibility, improve mental focus/relaxation and increase strength. With a regular practice of Sports Yoga all activities, including athletics, become easier.

Enroll and sign-up in Totara⁷⁸.

Instructor: Jim Mader



Lunch Crunch⁷⁹

Wednesdays through November 13 | noon to 1 p.m. | Functional Fitness Room, Kline Center

Tone your body with a lunchtime core strength and conditioning workout! A strong core supports your overall body function.

Enroll and sign-up in Totara⁸⁰. *Space is limited to 12 employees.*

Instructor: Padraic Wood

⁷⁷<https://totara.dickinson.edu/course/view.php?id=47>

⁷⁸<https://totara.dickinson.edu/course/view.php?id=47>

⁷⁹<https://totara.dickinson.edu/course/view.php?id=459>

⁸⁰<https://totara.dickinson.edu/course/view.php?id=459>



Thursdays

Cardio Fusion⁸¹

Thursdays | noon to 1 p.m. | HUB Dance Studio

Cardio Fusion is appropriate for all who wish to participate. The workout will include intervals of a warm up, cardiovascular and strength, core exercise, and a cool down. This class will be a full body workout that will leave you feeling accomplished and strong at the end. The goal is to build stamina and strength. Cardio Fusion can be used as a great break in your day as you take time for yourself!

RSVP in EngageD by searching Cardio⁸².

Instructor: Jennifer Moore

⁸¹<https://dickinson.campuslabs.com/engage/events?query=cardio>

⁸²<https://dickinson.campuslabs.com/engage/events?query=cardio>



Zumba⁸³

Thursdays through November 21 | 5 to 6 p.m. | Allison Hall Community Room

December schedule: Thursday, December 12; no classes December 5. Classes will resume on January 23.

RSVP in EngageD by searching Zumba⁸⁴.



⁸³<https://dickinson.campuslabs.com/engage/events?query=zumba>

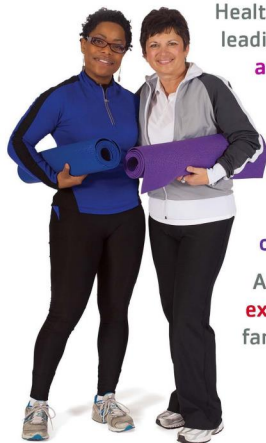
⁸⁴<https://dickinson.campuslabs.com/engage/events?query=zumba>



FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dickinson

CARLISLE FAMILY YMCA CORPORATE PARTNERSHIP



Healthy and happy employees create successful organizations — leading to **stronger communities where everyone can learn, grow and thrive.**

We are very excited to partner with Dickinson College to help improve the health and well-being of their workforce through YMCA membership, programs and services. We also connect employees to programs and services that **nurture the potential of their children and provide opportunities to support neighbors in need.**

As part of this partnership, **Dickinson College staff enjoy an exclusive 20% membership savings*** off the standard adult or family membership rate each month.

HERE'S HOW IT WORKS

I'M A Y MEMBER

Stop at the Welcome Center the next time you are at the Y. Show your Dickinson College ID to a Member Service Representative to activate your 20% discount on your adult or family membership.

I'M NOT A Y MEMBER

Bring your Dickinson College ID with you to the Welcome Center. Be sure to inform the Member Service Representative that you work for Dickinson College and show them your ID during the joining process to receive the 20% discount.

*The Carlisle Family YMCA reserves the right to alter or suspend the Dickinson College Corporate Partnership program at any time with 30 days notice.

CORPORATE PARTNER RATE CHART

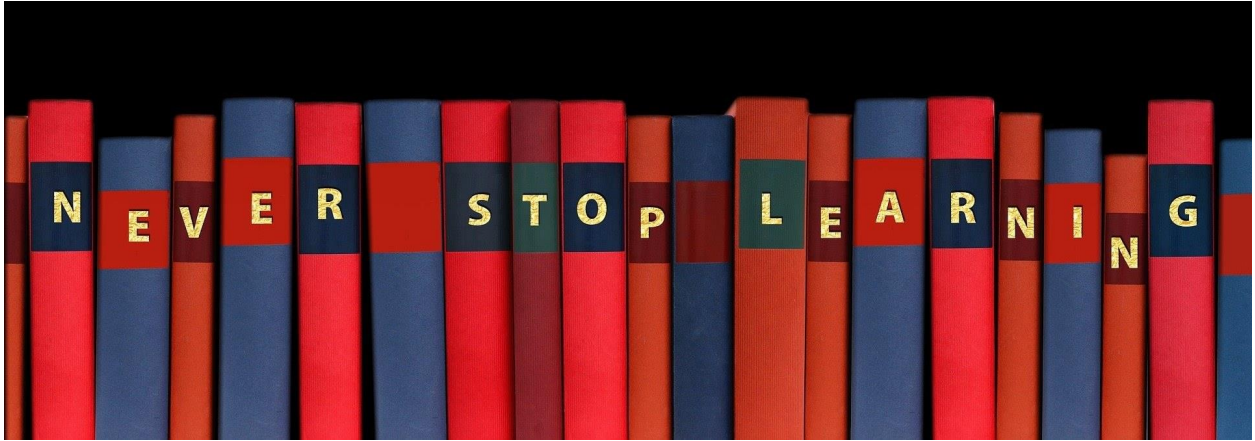
Eligible Categories	Monthly Rate
Young Adult	\$26.40
Adult	\$30.40
Senior Adult	\$28.80
2 Adults [^]	\$46.40
1 Adult with Dependents [^]	\$51.20
2 Adults with Dependents [^]	\$55.20
2 Senior Adults [^]	\$44.80
1 Senior Adult with Dependents [^]	\$47.20
2 Senior Adults with Dependents [^]	\$49.60

[^] living at the same address

Additional Information

- Memberships must be monthly drafted in one of the above categories to qualify for this special rate.
- No other membership fee reductions, special rates or financial aid can be combined with this special rate.
- Current Financial Assistance, Youth, Teen and Child Care members can not get the discount unless they convert to a full-pay adult or family membership.
- The Corporate Partner rate applies only to membership fees, and not to additional fees or program registration fees.

Professional Development



Goal Writing



Session Cancelled: Thursday, November 7 | 9 - 11 a.m. | Stern Center, Room 102

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.

Information and Technology Services



TechNews

Are you challenged with all of the constant technology updates and changes? Looking for a few quick tips or information to help with your technology abilities? Check out the **TechNews** portal in OneDrive! TechNews is filled with very quick reads and 2-3 minute videos that include common uses, answers to the most common questions we receive, what to use when, as well as helpful tips and tricks. Click to learn more now⁸⁵!

⁸⁵<https://dickinson0.sharepoint.com/sites/TechNews>



Contact Us



Wellness Program | Monthly Incentive Prize Winners

Congratulations to Pam Fogelsanger, Enterprise Applications, winner for the month of October for fitness program participation!

Have you been active in our Wellness@Dickinson programs? If so, you are eligible to be included in our monthly fitness prize drawing! The Wellness incentive prize winner for each month is randomly selected based on their fitness program participation. 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-Month⁸⁶. *(Remember to report your Marathon in a Month walking⁸⁷ to us by the 15th of the 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 email to devwell@dickinson.edu⁸⁸ 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

⁸⁶https://www.dickinson.edu/downloads/file/1239/marathon_in_a_month_walking_map

⁸⁷https://www.dickinson.edu/downloads/file/1238/marathon_in_a_month_tracking_your_walks

⁸⁸<mailto:devwell@dickinson.edu>

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 the Gateway⁸⁹ 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 policy⁹⁰ 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 Guide⁹¹

Dickinson/Biking⁹²

Dickinson/College Farm⁹³

Dickinson/Sustainability⁹⁴

⁸⁹<https://gateway.dickinson.edu/>

⁹⁰http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁹¹[http://www.dickinson.edu/info/20043/about/1562/dickinson_\"how_to\"_guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_\)

⁹²<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

⁹³<http://www.dickinson.edu/collegefarm>

⁹⁴<http://www.dickinson.edu/sustainability>

TechNews⁹⁵

Trout Gallery⁹⁶

Theatre & Dance⁹⁷

Campus Announcements⁹⁸

Campus Events Calendar⁹⁹



3 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu¹⁰⁰

Human Resource Services Website¹⁰¹

⁹⁵<https://dickinson0.sharepoint.com/sites/TechNews>

⁹⁶<http://www.troutgallery.org/>

⁹⁷<https://www.dickinson.edu/theatreanddance>

⁹⁸<https://www.dickinson.edu/announcements>

⁹⁹<http://www.dickinson.edu/events>

¹⁰⁰<mailto:devwell@dickinson.edu>

¹⁰¹https://www.dickinson.edu/homepage/122/human_resource_services