

Vitality

Dickinson

Human Resource Services

December 2014 | Volume IX | Issue 5

2015 WINTERFEST

SATURDAY, JANUARY 10, 2015 | 5:30-10:30 P.M.

HOLLAND UNION BUILDING

SOCIAL HALL AND DINING HALL

Musical entertainment will be provided by DJ Bob Foltz. Dining, dancing, music and prizes will make this a fun and festive event! Invitees are asked to pick-up their tickets between 8:30 a.m. and 4:30 p.m., Monday through Friday at Human Resource Services, FAS Mailcenter or Facilities Management. Tickets will be available through Wednesday, December 17.

PHYSICAL WELLNESS PROGRAM GIFT CARD WINNERS FOR NOVEMBER

Congratulations to **Kayla Birt, Academic Advising**, for being the November \$25 Visa Gift Card winner! We expanded the eligibility for the monthly gift card drawings to include 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 gift card drawing will be held after the close of business on the fifteenth of each month for the previous month – as of the month of September 2014. As a reminder, the Marathon-in-a-Month is a month-long, cumulative walking activity, beginning on the first of each month and running through the last day, to reach a total of 26.2 miles or more for each calendar month. Participants simply walk several days per week on selected or individual walking routes to reach the mileage goal. Mileage must be submitted to Human Resource Services by the fifteenth of each month following completion of the marathon miles (i.e. submit by November 15 for the month of October) to be eligible for the monthly gift card drawing for Physical Wellness Program participation. All other physical exercise programs that have registration via CLIQ will automatically be included in the monthly drawings. For more details or to request a form to record your marathon miles, please send an e-mail to devwell@dickinson.edu or call ext. 8084.

Bike Friendly University

SILVER RATING
FOR DICKINSON
COLLEGE

Dickinson College has been recognized as a Bike-Friendly University and been given a silver rating. The Silver designation is awarded for four years and is a testament to the supportive wellness and sustainability programs offered at the college. For the full story, please visit http://www.dickinson.edu/news/article/1262/bike_friendly_dickinson to learn about the many bike-friendly programs offered to all Dickinsonians!

SENIORS OF OLD BELLAIRE

The Seniors of Old Bellaire dinner was held on Wednesday, November 12 in the Social Hall of the HUB. This year, 13 employees who completed 25 years of full-time service to the college were inducted into the Seniors of Old Bellaire. The employees are Darwin Breaux, Stephen Erfle, David Frohman, Michael Heiman, John Henson, James Hoefler, Mike Holden, Marcus Key, Cathy Lippert, Jerry Myers, Michael Sheaffer, Barry Tesman and Susan Thorn. Congratulations!

Mental Health Benefit Change

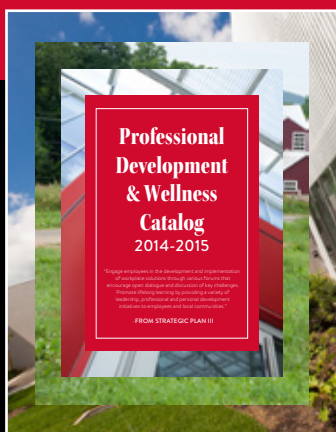
Earlier this plan year, the mental health outpatient office visit benefit under the College's health plan was out of compliance with the Mental Health Parity and Addiction Equity Act of 2008 (MHPAEA). This Act requires group health plans and health insurance issuers to ensure that financial requirements (such as co-pays, deductibles) and treatment limitations (such as visit limits) applicable to mental health or substance use disorder (MH/SUD) benefits are no more restrictive than the predominant requirements or limitations applied to substantially all medical/surgical benefits. To be compliant with the Act, in-network outpatient mental health visits will require a \$25 copay and will no longer be subject to the deductible. This change has been made effective retroactive to July 1, 2014.

All enrolled members who incurred care with an in-network mental health provider in an outpatient setting from July 1, 2014 to August 1, 2014, had their claim reprocessed by MHNet (the college's mental health plan administrator). The reprocessed claim applied a \$25 copay per visit. If members paid more than \$25 per visit, they should receive a reimbursement from their health care provider.

We apologize for any confusion or inconvenience this may have caused. Should you have additional questions or wish to check if you incurred a claim that was reprocessed, please call MHNet's member services department at 866-369-8362.

PAYROLL ADVANCE POLICY

It is the policy of Dickinson College to make pay advances available to full-time employees for emergency purposes. The individual requesting a pay advance must be employed for at least one year in a full-time position with satisfactory service. A request for a pay advance should be directed to Human Resource Services. Eligible employees may request one pay advance each fiscal year in an amount not to exceed \$1000. The advances are to be repaid through payroll reduction over a period not to exceed six pay periods, with repayment beginning with the first pay period following the pay advance.



[DOWNLOAD PDF](#)

THE 2014-2015 PROFESSIONAL DEVELOPMENT & WELLNESS CATALOG

is now available online with a limited number of printed copies available upon request. Details of the 2014-2015 Holistic Health Incentive Program are still being finalized and will be shared in the near future.

New Hires FOR NOVEMBER

Leann Currie, *Music*
Kelli Moore, *Wellness Center*

Retirement Investment Update

As we shared with you previously, changes in the laws have led Dickinson College to make some adjustments to the investment options available to employees through our retirement plan. The revised options became effective December 1, 2014. An all-campus retirement investment committee was established more than a year ago to review our retirement investments and ensure that we were complying with increasingly complex government regulations. After extensive study with the help of an investment consultant, the committee recommended a streamlined investment lineup for the plan, eliminating 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 in the retirement plan.

Representatives from TIAA-CREF and Fidelity presented the changes during open sessions that were held during the month of November. For those who missed the live presentations, a video and PowerPoint presentations are viewable through the Gateway under the Employees channel on the left side bar. From the Employees channel, look for the Retirement Investment Options information under the Human Resources Toolkit for accessing the video link and the Fidelity and TIAA-CREF presentations. Handouts offered at the on-campus meetings are available upon request from Human Resource Services. Please call ext. 1503 or send an e-mail to hrrservices@dickinson.edu for more information.

To schedule a 1:1 counseling session with either TIAA-CREF or Fidelity, please see the dates and contact information below:

COUNSELING SESSIONS *Available 8 a.m. - 5 p.m.*

	TIAA-CREF	FIDELITY
Tuesday, December 2	HUB 201	HUB 202
Wednesday, December 3	HUB 201	N/A
Friday, December 5	N/A	HUB 205
Monday, December 15	HUB 203	HUB 205
Tuesday, December 16	HUB 203	HUB 205
Wednesday, January 7	HUB 203	N/A
Thursday, January 8	HUB 203	N/A

FIDELITY: Call 800-642-7131 or register online at www.fidelity.com/reserve.

TIAA-CREF: Call 800 732-8353 Monday through Friday, 8 a.m. – 8 p.m. (ET), or register online at www.tiaa-cref.org/schedulenow.

Employee Compensation Statement

The annual employee compensation statements for 2014 are now available via the Gateway under the Employees channel, listed under the Compensation Statements area. Employees without access will receive a paper copy, mailed to their home address. 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 us at hrrservices@dickinson.edu.

PRESCRIPTION DRUG COLLECTION BOX INSTALLED AT PUBLIC SAFETY

In an effort to combat the rising abuse of prescription drugs in the country, and to provide the community an environmentally friendly disposal option for medication, a new medicine return box was installed in the lobby of the Public Safety office in Kaufman Hall this summer. Public Safety and other law enforcement agencies throughout the county received these boxes through a program initiated by the Cumberland County District Attorney. The medicine return boxes provide a safe and anonymous way for people to dispose of their unused prescription drugs, something which is needed to help combat abuse of illegal drugs. Medication collected in the box will be turned over to the Cumberland County Crime Lab, where it will be disposed of in an environmentally sound manner. The boxes are secure and anonymous and will not be used for investigative purposes. The medicine return box looks like a dark blue mailbox with “Med Return” printed on the front. Members of the community may deposit prescription and over the counter solid medications, liquid medications, inhalers, creams, ointments, nasal sprays and pet medication. In addition, a “sharps” container is attached to the side of the box to allow for the disposal of syringes and needles.

Source: https://www.dickinson.edu/download/downloads/id/4007/admin_report_stud_life_oct_2014pdf

Professional Development FOR DICKINSONIANS



PROFESSIONAL DEVELOPMENT & WELLNESS PROGRAM REGISTRATIONS AND ATTENDANCE

The college offers many opportunities for professional development and wellness programs, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the Gateway via CLIQ or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance. **In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event** so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

New! Preparing for a Role in Supervision **3 OF 4 MODULES – SUPERVISORY TECHNIQUES**

Presented by Dennette Moul, Organizational Development & Training Specialist
Thursday, January 8 | Stern Center, room 102 | 9–11 a.m.

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

- **Employment Regulatory Basics**
- **Intrinsic Drivers**
- **Supervisory Techniques**
- **Coaching for Performance.**

Writing for the Workplace: An Interactive Workshop

Presented by Noreen Lape
Wednesday, January 14 | Stern Center 102 | 9 a.m. – 11 a.m.

You will engage in interactive discussions and exercises that will help you sharpen your job-related writing skills. For this workshop, designed to address directly your pressing needs and burning questions, you set the agenda. I will contact you close to the date and ask you to send me your questions and workplace writing samples. I will then shape the discussion and exercises around your needs and questions. In past versions, we have discussed everything from comma usage and grammar issues to responding to a complaint, creating a concise explanation of a complex message, and delivering bad news – among many other things. Register in CLIQ.

Professional Development & Wellness Events



WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL DEWELL@DICKINSON.EDU, OR CALL EXT. 1503.

Supervisory Roundtable Conversations – Dealing with Employee Relations

Tuesday, December 16 | HUB side room 201-202 | 8:00–9:15 a.m.

In addition to classroom-based and online training, supervisors can learn as much, if not more, from their peers in other departments and divisions. This learning format invites all supervisors to monthly breakfast discussions on important topics and issues based on the needs and interests of those serving in management roles. This design also provides opportunities for supervisors to build valuable relationships with colleagues across campus.

Protecting Our Community

Presented by Dana Scaduto, General Counsel & Human Resource Services

Thursday, January 15 | Althouse, room 106

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating workplace behavior. Our program involves a combination of in-person and web-based modules to provide a comprehensive approach to ensuring that all employees receive the information necessary to recognize, address and support a harassment and discrimination free workplace. New employees are required to complete two web-based modules – Preventing Workplace Harassment and the Campus Save Act –and attend Protecting Our Community within the first year of employment. This revised program will address workplace harassment and discrimination, how and where to report issues, and the protection of minors. Please plan to register for and attend one of the upcoming sessions listed below:

NON-SUPERVISORY SESSIONS

Thursday, January 15 – 9:30 a.m. to 10:30 a.m.

FACULTY, ADMINISTRATIVE AND SUPERVISORY SESSIONS

Thursday, January 15 – 1:30 to 3 p.m.

Please see CLIQ or contact Dennette Moul, Organizational Development & Training Specialist for specific information.

Understanding FERPA

Presented by Dana Scaduto, General Counsel & Karen Weikel, Registrar

Thursday, January 15 | Althouse, room 106 | Noon-1 p.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.

Generational Diversity

Presented by Dennette Moul, Organizational Development & Training Specialist

Wednesday, January 21

HUB Side Room 201-202

Noon – 1:30 p.m.

Are We Really That Different? Are you having difficulties in the workplace dealing with older or younger co-workers? If you said yes, you may be dealing with Generational Diversity. During this session we will define the generations that currently comprise today’s workforce by identifying and discussing the unique values, beliefs, gifts and challenges each brings into the workplace. We will also explore several techniques that engage workers, reduce conflict and support a cohesive work environment.

Lean In: Women, Work and the Will to Lead

Presented by the President’s Commission for Women & Professional Development

Thursday, January 29 | HUB Side

Rooms 205-206 | Noon – 1 p.m.

Sheryl Sandberg, chief operating officer of Facebook, explores why thirty years after women became 50 percent of the college graduates has women’s progress in leadership roles stalled. Sandberg combines her personal experiences, hard data and research to examine the biases and choices of working women. Sandberg’s book is a call to action of what women can and should do as today’s Leaders.

*Registration closed as of Friday, November 21, 2014.

Professional Development & Wellness Events

WellSense: Medical Consumerism Workshop

Presented by Susan McGreevy,
HealthAmerica

Tuesday, December 2

Stern Center, room 102 | noon-1 p.m.

Learning how to be a wise medical consumer is an important component of maintaining health. Participants will review healthy habits to maintain optimal wellness, identify preventive screenings needed to detect health problems at an early stage, and how to take a proactive approach to their health to become your own health advocate! WellSense delves into the following topics:

- Building Your Healthcare Team
- Prevention - Your Best Defense
- The Right Prescription
- Protect Your Health

A complimentary Self-Care Guide booklet will be given to all who attend this session!

Walking Meditation INDIVIDUAL WALKING PROGRAM

Sponsored by Office of Community
Service and Religious Life

Wednesday, December 3

HUB Social Hall

People, formal cultures and traditions have used the labyrinth as a symbol of their search for meaning and guidance. The labyrinth used for this program is called the Cretan labyrinth or classical seven circuit labyrinth. People of all faiths, people longing to reconnect to faith, people looking to find meaning or to center themselves come to walk the labyrinth. For questions or more information about the labyrinth or walking meditation, please contact Donna Hughes in the Office of Community Service and Religious Life at ext. 1577.

Free Blood Pressure Screenings

Bonnie Berk, MS, RN, HNB-BC, ERYT

Mondays, December 15 & January 12 | Mary Dickinson Room, HUB | Noon-1 p.m.

No registration required ~ Walk-ins welcome and expected!

(HHIP: Physical Wellness/Preventive Health Screens)

Therapeutic Wellness Massages

Provided by Camille Baughman & Associates

Thursday, December 11 | Memorial Hall, Old West | 9 a.m. - 4:30 p.m.

As the end of the semester draws near, reward yourself by taking a few moments out of your day to participate in a relaxing table or chair massage. Besides the obvious benefits of relieving stress, massages also help to relax muscles, improve circulation, and offer better flexibility. It is an opportunity to take a healthy break from work! Sessions are 25 minutes in length. A \$10 co-pay is due following registration. Participation is limited to one session per employee. Privacy screens will be in place. Pre-registration and an appointment are required.

One Too Many: When Social Drinking Becomes a Problem

Presented by EAP Counselor, Karen Jaskot, Franco Psychological Associates, P.C.

Thursday, December 18 | HUB side rooms 201-202 | Noon-1 p.m.

Alcohol is often a part of how people socialize and relieve stress in our culture, and it also the cause of stress and pain for many work settings, families, legal systems, organizations, colleges, and individuals. How can one tell when social use is becoming a problem? How should family, friends, employers, and co-workers respond when someone is slipping into problem drinking? EAP Counselor Karen Jaskot from Franco Psychological Associates will provide answers to those questions just as the Holidays are fast approaching. (HHIP: Emotional Wellness)

Weight Watchers

Wednesdays, January 14 through May 6 | HUB side rooms 204-205 | Noon-1 p.m.

Meeting Leader: Shannon Dorwart

Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. The program provides the inspiration and tools needed to succeed in your journey to health and wellness. **17-week Program Fee: \$186.00.** Payment accepted by credit card or cash/check at first meeting on January 14, or via payroll deduction upon request. This on-campus program requires 20 registered participants by Wednesday, January 7. Pre-registration in CLIQ is requested by the January 7 deadline!

Nutrition Roundtable: Diabetes

Presented by Jessica Jones, PhD, RD

Tuesday, January 27 | McCauley room, Old West Lower Level | Noon- 1 p.m.

Diabetes is a disease that impacts the regulation of glucose and insulin levels within the body, with some devastating health effects if not properly managed. Come to this roundtable to discuss and learn about the nutrition needs related to managing diabetes, and also healthy eating in general.

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

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Physical Wellness:

FREE EXERCISE PROGRAMS BEGINNING MID TO LATE JANUARY...

Zumba

Certified Instructors from the Office of Intramural & Recreation

HUB Dance Studio

Spring semester session options TBA*

Ditch the workout, join the party. Zumba is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting and effective fitness system. This class format combines fast and slow rhythms that tone and sculpt the body in an aerobic/fitness fashion to achieve a unique blended balance of cardio and muscle-toning benefits. Zumba integrates some of the basic principles of aerobic, interval and resistance training to maximize caloric output, cardiovascular benefits and total body toning.

QiYoga

Instructor: Bonnie Berk

**Thursdays: January 15-March 5;
March 19-May 7**

Central Pennsylvania Youth Ballet Studio #4 | 4:30-5:30 p.m.

QiYoga offers the benefits of both Indian and Chinese practices of Yoga and Qi Gong. By moving slowly and mindfully, we are able to improve the energy flow in our bodies, create new neurological pathways and bring balance into the body, mind and spirit. This class is for all levels of fitness as well as people with chronic medical conditions including back problems, joint issues, cancer, heart disease, asthma and arthritis. Come and learn for yourself the healing nature of this relaxing and rejuvenating practice.

Pilates

Instructor: Jennifer Moore

**Mondays and Wednesdays, January 12/14-March 2/4 & March 16/18-May 4/6
Central Pennsylvania Youth Ballet Studio #4 | 4:30-5:30 p.m.**

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.

Sports Yoga

Instructor: Jim Mader

Tuesdays: January 13-March 3; March 17-May 5 | CPYB Studio #4 | 4:30-5:30 p.m.

Sports Yoga combines active stretching, breathing techniques and a westernized approach to learning and using Yoga poses.

Vinyasa Flow Yoga

Instructor TBA

Wednesdays, January 14-March 4; March 18-May 6 | HUB Dance Studio | Noon-1 p.m.

Vinyasa Flow yoga fuses breath and movement to cultivate grace, flexibility and balance of body and mind. From breath work and meditation, the practice moves through smart, inventive sequences designed to focus the mind and energize the body. This class will challenge you where you are, with modifications and options for all levels. The only prerequisites for this mindfulness practice are an open mind and a sense of humor.

Dynamic Fusion

Instructor: Jennifer Moore

Fridays: January 16-March 6; March 20-May 8 | HUB Dance Studio | 12:15-1 p.m.

Gain length, strength, and flexibility through a series of blended traditional strength-training and cardio moves, combined with the exercises of moving arts such as Pilates and Tai Chi. This class will have a standing portion focusing on strength training and balance as well as mat work for core and flexibility.

Voluntary Retirement Contribution limits for 2015

The maximum limits for 403(b) plan voluntary contributions increases to \$18,000 for 2015.

- Faculty and staff age 50 and older can save more in a retirement plan through a catch up plan. The catch up limit for calendar year 2015 is \$6,000.
- Employees having 15 years or more of service at Dickinson College may be able to contribute an additional amount, up to a life time maximum of \$15,000.

Employees are encouraged to consider contributing to a 403(b) tax sheltered annuity on a voluntary basis. These plans are administered by either TIAA-CREF or Fidelity Investments. Both of these plan providers offer a variety of investment options.

Address Changes for W-2 Information

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

The Carlisle Medically-Oriented Gym (MOG)

The Carlisle M.O.G. makes exercise accessible (and enjoyable) to anyone. Programs range from individualized workout routines for the average member to specialized Exercise Treatment Plans for those with specific medical diagnoses. It offers a variety of services such as Health Coaching, Nutrition, and Massage Therapy to help you achieve all your goals. The Carlisle M.O.G. is now offering unique group exercise classes that combine fitness programming with music, laughter, sweat, hard work and friendship! This highly unusual but amazingly effective combination will not only help you become stronger, but help you have more energy and feel great. These programs are possible due to the collaborative team approach offered through the partnered services of Cardin & Miller Physical Therapy with Transformation Training & Fitness at 290 East Pomfret Street, Carlisle. For more information about this innovative approach to exercise and physical therapy, please visit <http://themoggroup.com/carlislepa/>, or contact Brian Cardin, PT, at 717-245-0400.

Gym Membership Reimbursement

As of July 1, 2012, all full-time and part-time employees are eligible to receive a 50% reimbursement of their monthly gym membership fees based on the gym selection of their choice with a maximum monthly reimbursement of \$30 per month. To qualify for reimbursement, employees must obtain proof of their monthly membership fee and their quarterly attendance from the gym membership office showing an attendance rate equal to 30 or more sessions per quarter.* Documentation must be forwarded to Jeanette Diamond in Human Resource Services. For more details send an e-mail to devwell@dickinson.edu or call ext. 8084.

Note: Personal training sessions are not included in the gym membership discount program.

*Quarters are based on the time periods of January-March, April-June, July-September and October-December.

Year-end Payroll Entry Reminders

The deadline for submitting and approving hours for the **11/30/14-12/13/14 pay period** for bi-weekly and student payrolls will be **9:00 am on Monday, 12/15/14**. To meet the deadline for preparing the final payrolls of **2014**, any payroll changes, including stipend requests, must be submitted to Human Resource Services by **NOON Wednesday, 12/10/14**. The deadline for submitting and approving hours for the pay period **12/14/14-12/27/14** for the bi-weekly (regular hourly employees) and student payrolls will be **NOON, Wednesday, 12/17/14**. Bi-weekly pay advices will be e-mailed on Thursday, 12/31/14. Paper advices and checks will be mailed to home addresses on the same date. Direct deposits will appear in your account on the actual pay date of **01/02/14**. Semi-monthly pay advices will be e-mailed on Tuesday, 12/30/14 and checks will be mailed to home addresses on the same date. Direct Deposits will appear in employees' bank accounts on the actual pay date of **12/31/14**. **Student advices and checks** for the 11/30/14 - 12/13/14 pay period will be processed and deposited on Wednesday, 12/24/14. Advices and checks for the 12/14/14 - 12/27/14 pay period will be processed and deposited on 01/07/15.

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

Dickinson

**Professional Development and Wellness
HUMAN RESOURCE SERVICES**

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