

Vitality

Dickinson

Human Resource Services

July 2017

Volume XII | Issue 1



SAVE THE DATE!

Summer Picnic

Friday, August 11

Morgan Field | 4:30 p.m.–dusk

FOOD, FUN AND GAMES FOR ALL!

The 2017 summer picnic activities include guessing games, Bingo, a bounce house, balloon animals and face-painting, and more. To add to the fun, the *2017 United Way Pacesetter Campaign committee* will also hold a 50/50 raffle and kick-off the annual parking-spot raffle at the picnic. Proceeds from these raffles benefit our community directly, as 100% goes directly to help those in need via the 27 partner agencies and programs through United Way.

DIG-IT: Can you DIG-IT?

Have a hobby? A passion? An interest? A talent? The new DIG-IT initiative (Dickinson Interest Groups and Intrinsic Teams) will help individuals come together to collaborate over their common interests. Share your experiences, grow your skills, and connect with others over what excites you. Join this initiative and connect with others in the campus community with common interests, hobbies or talents! Send an email to dig_it@dickinson.edu for more information.

Performance Appraisal Feedback Request Coming Soon

Human Resource Services is interested in your feedback regarding our new performance appraisal tool, Totara. Please watch for an announcement in the coming weeks requesting your participation in a Totara survey. Our goal is to provide an outstanding Totara user experience and your feedback will provide us with the information needed to explore possible enhancements.

SAVE THE DATE!

Dickinson Technology Week

Library and Information Services cordially invites all campus constituencies to join us **September 11–15** for the inaugural Dickinson Technology Week. The highlight of the week will be the Tech Expo held on Wednesday, September 13 from 10 a.m.–2 p.m. in the HUB. Come learn about our campus technologies from various departments and vendors, ask questions from the experts, and try out cool tools in hands-on sessions. And there will be food, too! Stay tuned, more information to come!

New Hires

MAY

Matthew Dunbar, *Enterprise Systems*

Stephanie Freedman, *Dining Services*

Linda Kuffa, *Bookstore*

Radhika Sehgal, *Wellness Center*

Michele Smyers, *Children's Center*

JUNE

William Gonzalez, *Public Safety*

Lizzie Grabowski, *Organic Farm*

Ronald Holton, *Dining Services*

Dawn Middlesworth, *Dining Services*

Yan Xue, *Office of Admissions*

Retirements

We wish all of the following employees well as they transition into retirement:

MAY 1

Nancy Capshaw, *Facilities Management*

MAY 27

Neil Sanders, *Bookstore*

JUNE 8

Sandra Gority, *Library Services*

JUNE 30

Barbara Diduk, *Art & Art History*

Alberto Rodriguez, *Spanish & Portuguese*

Mark Ruhl, *Political Science*

Gregory Smith, *Psychology*

Blake Wilson, *Music*

Bob Winston, *Office of the Provost/Dean*

TIAA EDUCATIONAL WEBINARS

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

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

Benefits

SICK LEAVE BANK

The college maintains a Paid Sick-leave Bank that is available to full-time non-exempt employees as follows:

- Nonexempt employees may donate up to five vacation days each fiscal year (in increments of one day or more, at any time during that year) to the college Sick-leave Bank.
- For every day or larger increment, the college will match the employee's donation with an identical amount of time.
- The maximum size of the college Sick-leave Bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

To be eligible to participate in the Sick-leave Bank, full-time, non-exempt employees must:

- have worked full time for the college for at least one year;
- have donated at least one full day of vacation to the Sick-leave Bank in the past five fiscal years;
- be unable to perform the essential job related duties because of an extended, non-job-related illness or injury of more than 10 days;
- have exhausted all accrued sick, short-term disability, floating holidays and vacation.

No one person may receive more than six months' paid sick leave from the Sick-leave Bank in any 12-month period. Requests for use of the leave must be sent to the associate vice president of Human Resource Services through the employee's supervisor and department head.

The associate vice president of Human Resource Services will take into account the reasons for the request, the recommendations of the employee's supervisor and department head, past performance and attendance information of the employee, other requests and any other information pertaining to the request.

Contact Human Resource Services for information on donating vacation days to the college's Sick-leave Bank by sending an email to hrrservices@dickinson.edu or by calling ext. 1503.



Retirement Accounts Beneficiary Designation & 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. If you have not yet designated a beneficiary for your Dickinson College Defined Contribution Retirement Plan, please do so now. It's important to name beneficiaries for your workplace savings plan. In the event of your death, benefits would be paid according to plan rules, which might be different from the designation you would choose. Please take a few moments to name your beneficiaries to ensure that your vested account balance will be distributed according to your wishes.

WHY IS IT IMPORTANT TO DESIGNATE A BENEFICIARY?

Not having up-to-date beneficiaries could mean your money is not distributed according to your wishes. The beneficiaries you name for your Retirement Plan accounts have significant legal standing, as the names provided to TIAA take precedent over any direction in your will. *Important note: if you are married, your spouse is entitled to at least 50% of your balance unless a spousal waiver is completed and notarized.* Because you may have balances in multiple accounts with the Dickinson College Retirement Plan, you will need to update beneficiaries for each of these accounts.

AVOID COMPLICATIONS AND EXPENSE

If you do not designate a beneficiary, your account automatically defaults to your estate*, which means assets could be subject to probate, where they could be claimed by competing interests. Missing beneficiary information can create significant delays and may result in higher taxes, administrative expenses and executor or attorney fees for those whom you intend to receive your retirement account assets.

You may want to review your beneficiaries periodically to ensure that your designations are up-to-date. If you do not designate a beneficiary, if married, your beneficiary designation defaults to 50% to your spouse and 50% to your estate. Refer to the Summary Plan Description (SPD), which can be obtained from the Plan Administrator, for more details. Help us ensure your beneficiary information is updated by taking action today!

*Most retirement and tax-deferred annuity plans (except for government plans) are subject to joint and survivor requirements ensuring that at least 50% of the value of a married participant's account goes to the spouse unless a waiver has been signed. These joint and survivor requirements supersede any contract beneficiary designations.

Update Your Beneficiary Designation

TIAA

You can update your TIAA beneficiary designation easily, online or by mail.

Online

- Log into your account at [TIAA.org/Dickinson](https://www.tiaa.org/Dickinson)
- Under My Account, select Change Beneficiaries from the Profile section.
- From there, you can designate beneficiaries, and select how much each should receive.

Paper Form

If you prefer, you can complete a paper form and return it by mail. To download a form, visit [TIAA.org/beneficiary](https://www.tiaa.org/beneficiary). To have a form mailed to you, call us at 800-842-2252. For your protection, we cannot change your beneficiary over the phone.

Fidelity

To download the Fidelity beneficiary designation form:

1. Log on to Fidelity Netbenefits® at www.fidelity.com/atwork.
2. Click on “Quick Links” and from the drop down select “Plan Information and Documents.”
3. Under “Plan Details”, click “403B BENEFICIARY FORM” to open the file.
4. View and print the beneficiary designation form.
5. Complete the form (plan #56444) and mail it back to the address on the form.

If you do not have Internet access, you may call Fidelity Investments at 1-800-343-0860, Monday through Friday, from 8:30 a.m. to 8 p.m. Eastern time to request that a beneficiary designation form to be mailed to you. Return your completed form to the address on the form. You should allow approximately two weeks for your beneficiary designations to be processed.

Please be sure to review your choices regularly and update them after certain life events, such as a marriage, divorce, birth of a child, or a death in the family.

Retirement: Defined Contribution Summary Plan Description Update

In accordance with legal requirements, the summary plan description (SPD) for the college’s retirement plan was updated recently to include the addition of an employer matching contribution. The SPD summarizes important features of the plan and can be found [here](#).

Retirement Planning Sessions

FIDELITY INDIVIDUAL COUNSELING SESSIONS

A Fidelity representative will be available during the upcoming fall semester on:

FRIDAY, AUGUST 4 HUB side room 201

WEDNESDAY, SEPTEMBER 27 HUB side room 201

FRIDAY, NOVEMBER 3 HUB side room 201

To schedule a personal meeting with Fidelity, please visit www.fidelity.com/atwork/reservations or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.–5 p.m.

AETNA INDIVIDUAL CONSULTATIONS

Aetna Representative: Jean Enders

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

WEDNESDAY, JULY 12
McCauley Room, Old West 1–5 p.m.

WEDNESDAY, JULY 26
McCauley Room, Old West 10 a.m. –2 p.m.

Policy Updates

COMMUNITY SERVICE

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

MOTOR POOL VEHICLE POLICY

This policy has been established to ensure the responsible operation of college motor pool vehicles and thereby enhance the health and safety of members of the college community during the operation of college motor pool vehicles. Motor pool vehicles are defined as all motor vehicles owned, rented or leased by Dickinson College which are available to reserve and use by faculty, staff and student organizations for college business purposes.

The following procedures apply to all members of the college community, and all will be required to acknowledge these policies prior to being authorized to operate a college vehicle. Only authorized drivers will be permitted to operate a college vehicle.

The main updates to the Motor Pool Vehicle Policy include:

- Change from 2 years of a clean driving record to require 3 years of a clean driving record
- Details and special considerations for rental vehicles and that the same standards in our driver training apply to those renting a vehicle
- The rental of 15 passenger vans should be avoided if at all possible.
- Additional information outlines the steps that must be taken if a 15 passenger van is going to be used, most importantly that the driver have at least 6 years of driving experience and be at least 21 years of age.

For the full text version of the Motor Vehicle Policy, please refer to the [Campus Policy Manual](#) online via the Gateway/Employee Channel.

Community Programs

American Heart Association HeartWalk – Save the Date!

Sunday, October 15 | Harrisburg City Island

LIVE REGISTRATION: 2 p.m. | WALK BEGINS: 3 p.m.

Join Team Dickinson at:

<http://www2.heart.org/goto/TeamDickinson2017>

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

Down on the Farm: Harvesting Dickinson

Tuesdays and Thursdays through October | 8 a.m.—noon

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

Interested Dickinson employees can sign up for one or two 4-hour shifts at the College Farm through October. Weekly shifts are posted in CLIQ making it easy for employees to sign up on a date that is most convenient for them. Morning shifts depart from campus at 8 a.m. and return by noon. Transportation to and from the farm is included and will depart from the DPS parking lot.

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

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

HEALTHY RECIPE: Rustic Italian Tomato Soup SERVES 4

INGREDIENTS

- 16 oz.** frozen mixed bell pepper strips (may be labeled stir-fry mix)
- 14.5 oz.** canned, no-salt-added diced tomatoes, un-drained
- 1¾ cups** fat-free, low-sodium chicken broth
- ½ (15.5-ounce)** can no-salt-added navy beans, drained, rinsed
- 3 Tbsp.** chopped, fresh basil
- 2 Tbsp.** chopped, fresh parsley
- 1 Tbsp.** balsamic vinegar
- 1 medium** garlic clove, minced
- ½ tsp.** dried oregano, crumbled
- ½ to ¼ tsp.** crushed red pepper flakes
- 1 Tbsp.** olive oil, extra virgin preferred
- ¼ tsp.** salt

DIRECTIONS

- In a food processor or blender, process the bell pepper strips, tomatoes with liquid, broth, beans, basil, parsley, vinegar, garlic, oregano, and red pepper flakes until slightly chunky or smooth.
- Pour into a large saucepan.
- Bring to a boil over high heat.
- Reduce the heat and simmer, covered, for 20 minutes, or until the flavors are blended.
- Remove from the heat.
- Stir in the oil and salt.

NUTRITIONAL ANALYSIS PER SERVING: Calories 136, Total Fat 3.5g, Saturated Fat 0.5g, Trans Fat 0.0g, Polyunsaturated Fat 0.5g, Monounsaturated Fat 2.5g, Cholesterol 0mg, Sodium 215mg, Carbohydrates 22g, Fiber 5g, Sugars 12g, Protein 5g

SOURCE: http://www.heart.org/HEARTORG/HealthyLiving/HealthyEating/Recipes/Rustic-Italian-Tomato-Soup_UCM_481448_RecipeDetail.jsp

The sun's ultraviolet (UV) rays can damage your skin in as little as 15 minutes. Follow these recommendations to help protect yourself and your family.

SUNSCREEN

- Use sunscreen with sun protective factor (SPF) 15 or higher and both UVA and UVB protection.
- Sunscreen wears off. Put it on again if you stay out in the sun for more than two hours and after you swim or do things that make you sweat.
- Check the sunscreen's expiration date. Sunscreen without an expiration date has a shelf life of no more than three years, but this is shortened if it has been exposed to high temperatures.

SHADE

- Seek shade, especially during midday hours.
- You can reduce your risk of skin damage and skin cancer by seeking shade under an umbrella, tree or other shelter before you need relief from the sun. Your best bet to protect your skin is to use sunscreen or wear protective clothing when you're outside—even when you're in the shade.

CLOTHING

- Wear clothing to protect exposed skin.
- Loose-fitting long-sleeved shirts and long pants made from tightly woven fabric offer the best protection from the sun's UV rays.
- If wearing this type of clothing isn't practical, at least try to wear a T-shirt or a beach cover-up.

HATS

- Wear a hat with a wide brim to shade the face, head, ears and neck.
- For the most protection, wear a hat with a brim all the way around that shades your face, ears and the back of your neck.
- If you wear a baseball cap, you should also protect your ears and the back of your neck by wearing clothing that covers those areas, using sunscreen with at least SPF 15 or by staying in the shade.

SUNGLASSES

- Sunglasses protect your eyes from UV rays and reduce the risk of cataracts. They also protect the tender skin around your eyes from sun exposure.
- Sunglasses that block both UVA and UVB rays offer the best protection.
- Wrap-around sunglasses work best because they block UV rays from sneaking in from the side.

The summer has begun, protect your skin from the sun!

For full article go to: www.cdc.gov/cancer/skin/basic_info/sun-safety.htm

Call WellnessWorks to schedule a safety talk!

Call Service Coordination for all your healthcare needs:
Phone: 888-977-3319
Fax: 877-769-0320

Summer Safety Tips Source: Wellness Works of Carlisle Regional Medical Center

Professional Development & Wellness Events

Carlisle UMedGym: UFirst Program for Employees

Are you preparing to make positive changes and embark on the journey of healthy living? If this sounds like you and you think you could benefit from a structured and supportive program, Dickinson College has teamed up with the Carlisle UMedGym Carlisle to bring you a unique solution called the U-First™ program. Working together with a dedicated team of medical exercise specialists, nutritionists, health coaches, and physical therapists, this program will help you improve your physical activity and nutrition, reduce stress and provide sustainable lifestyle changes over time. Dickinson College would like to invite you to participate in our 6-month lifestyle change program.

To qualify for this new wellness program option, employees must meet the following criteria:

1. Have a BMI of 30 or higher (Visit www.mayoclinic.org/bmi-calculator/itt-20084938 for a BMI calculator) **AND**
2. Have one or more of the following diagnosed health risk factors: Pre-Diabetes or Type 2 Diabetes, High Cholesterol (total cholesterol or LDL cholesterol), High Blood Pressure and/or Waist Circumference over 35” for women or 40” for men.

This special UMedGym program is limited to 8 new employee participants, who will begin in this 6-month program during the month of July. Please call ext. 8084 to learn about this wellness program opportunity, or send an email to devwell@dickinson.edu.

Water Aerobics

Instructor: Miriam McMechen

MONDAYS: July 3–August 7 | Kline Center Pool | 5–6 p.m.

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

**Fall semester wellness programs will begin the week of August 28–September 1.
Watch for announcements in Dickinson Today and the next issue of Vitality!**

Navigating Dickinson: Welcome program for newly hired employees of the college

Friday, July 28 | Stern Center, room 102 | 8:45 a.m.–1 p.m.

Navigating Dickinson introduces newly hired staff to the college community through a 2-part series. The initial session takes place in a 1:1 or small group orientation format within the first week of employment at Dickinson. The second session takes place in a quarterly period throughout the year, with a focus on the broader college community. After the initial 1:1 introduction to the college, newly hired employees are invited to attend the quarterly information session to gain a cross-divisional perspective of how the departments and divisions function as 1College. A walking tour and lunch are included as part of the quarterly session.

Communication Links, Announcements and Reminders



Physical Wellness Program Incentive Prize Winners for the Months of April and May

Congratulations to **Pam Foulds**, *Facilities Management* and **Kristen Washington**, *Dining Services* for being the Physical Wellness incentive prize winners for the months of May and June 2017 for participation in exercise/fitness programs in April and May! Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the *Marathon-in-a-Month*. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via Gateway will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an email to devwell@dickinson.edu or call ext. 8084.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the Gateway or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

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