

Vitality

Dickinson

HUMAN RESOURCE SERVICES

Summer 2018
Volume XIII | Issue 1

Summer Picnic SAVE THE DATE!

Thursday, August 9
Morgan Field | 4:30 p.m.–Dusk

FOOD, FUN & GAMES FOR ALL!

The 2018 summer picnic activities include guessing games, Bingo, a bounce house, balloon animals and face-painting, and more. To add to the fun, the 2018 United Way Pacesetter Campaign committee will hold a dunk tank fundraiser and kick-off the annual parking-spot raffle at the picnic. Proceeds from these fundraiser activities benefit our community, as 100% goes directly to help those in need via the 27 partner agencies and programs through United Way.

TECH TIP: ANDREW CONNELL, DIRECTOR OF USER SERVICES

A Tricky Phish: Spotting a Dangerous Phishing Message

Recently, several have fallen prey to very dangerous phishing messages. The emails look official—they purport to be from a college official, include the Dickinson wordmark, contain well-structured and compelling text and, further, they have no suspicious links—just an innocent PDF attachment. The PDF contains a login link to view the contents which errors upon login attempt—the unsuspecting will dismiss this as any cloud-related failing and go about their day. However, the damage is already done. The unwitting victim, by trying to ‘log in’, has just given away their Dickinson email

address and password. Typically, within 15 minutes a criminal will log into your account, set up mail rules to delete messages from Help Desk, HR, Public Safety, etc. so that you will not see them, and will impersonate you in email communications to other departments to nefarious ends (for instance; requesting paycheck auto-deposit to a different bank, etc.). This is not just a Dickinson problem, this is happening everywhere. Why? Because it is big business. It is the full-time job of many criminals to run these scams because they are lucrative, plain and simple.

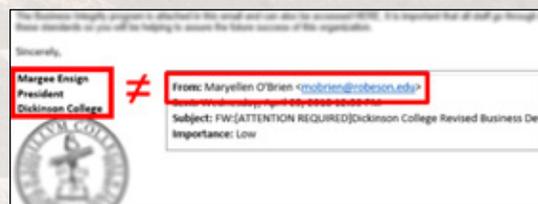
How can you protect yourself? **LEARN TO SPOT A PHISHING MESSAGE!**

TIAA EDUCATIONAL WEBINARS

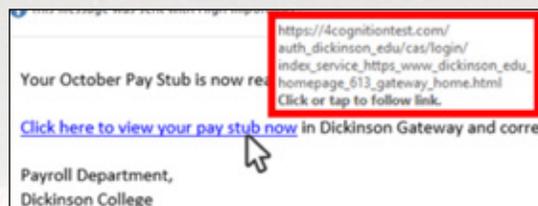
Would you like to learn more about saving or retirement or planning for the future, but don't have the time to attend a live information session? TIAA offers free on-demand, online webinars on a variety of topics. *Click the link below to access a full listing of the available upcoming webinars for 2018:*

VIEW AVAILABLE TIAA WEBINARS

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



Beware of messages from incorrect email addresses:



Always hover your mouse over (not click) links to assure they will take you to where they claim:

To learn more, go to: www.dickinson.edu/phishingalerts and feel free to email or call the Help Desk with any questions related to any potential phishing messages and/or suspected compromised accounts.

Benefits Information

NEW HIRES & RETIREMENT

NEW HIRES

Kelly Balaban, *User Services*

Andrew Bowers, *User Services*

Levi Crum, *Facilities Management*

Margaret McGuirk, *Organic Farm*

Alisa Sentz, *International Studies*

Nicole Simmons,
Advancement Services

Lisa Wolfe, *Registrar*

Leah Young, *Office of Financial Aid*

2018 RETIREMENTS

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

Barbara Adams, *Advancement Services*

Rick Armolt, *Enterprise Systems*

Joyce Bylander, *Vice President of Student Life*

Richard Heckman, *Office of Financial Aid*

Pamela Nesselrodt, *Education*

Karen Weikel, *Registrar*

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. Aetna's enrolled members can log into Aetna Navigator at www.aetna.com to access Aetna's broad network, pharmacy information and resource tools. To schedule an appointment with Aetna, please register through [Totara](#) on dates shown below:

- **TUESDAY, JULY 17**
HUB Mary Dickinson Room 12:30–4:30 p.m.
- **TUESDAY, AUGUST 21**
HUB Mary Dickinson Room 8:30 a.m.–12:30 p.m.

Please note that effective July 1, 2018, CVS Caremark is administering the prescription drug coverage of Dickinson's medical insurance plan.

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.

GET THE MOST OUT OF YOUR BENEFITS!

EMPLOYEE ASSISTANCE PROGRAM

Sometimes life takes a twist or turn that is unexpected and stressful, and we don't always know how to handle or cope with these twists, turns and forks in the road of life. If you have recently come to a crossroad and don't know which way to turn, consider contacting our EAP provider, Franco Psychological Associates, for assistance.

Full-time and part-time employees and their eligible dependents may use the college's Employee Assistance Program (EAP). Through professional psychologists, the EAP provides confidential advice and counseling on personal matters. The EAP professionals can assist an employee and any eligible dependents with problems, including, but not limited to, those related to marriage, mental health, depression, parenting, alcoholism, drug abuse, retirement counseling or the death of a loved one. An employee and eligible dependents may each have up to three visits each fiscal year with an EAP counselor at the college's expense. Employees may choose to continue services at their own expense; part of the cost of continuation may be covered through health insurance. This service is completely confidential.

NOTE: When registering for an appointment or inquiring, please remember to identify as a Dickinson employee.

Franco Psychological Associates
26 State Avenue, Suite 101
Carlisle, PA 17015

Tips for Smart Summer Parenting

With the end of the school year fast approaching, kids everywhere are counting down the days until summer vacation. If you find yourself looking forward to fall already, take heart, help is on the way. Follow these four tips to better enjoy your summer:

1. **Plan ahead.** Sit down as a family now and set individual goals for each person. Include your kids in the process and they'll be more invested in the outcome. School may be out, but summer can be a great opportunity for kids to develop both academic skills and outside interests. For example, you might encourage your child to read for half an hour every day, to start music lessons, or to exercise at least five times per week. To keep everyone motivated, make a list of fun activities as rewards. Schedule several special family days now and mark your calendar. Otherwise, it's too easy to let the weeks go by and never have that picnic in the park or day at the beach that you've talked about.
2. Once you've outlined your goals and weekly schedule, the next step is to **establish daily routines.** Sure, summer is a great time for just relaxing and enjoying some well-deserved "down time," but if you don't want your kids to sleep until noon or play video games all day, make your expectations clear from the beginning. It's easier to loosen up later than to try to impose rules after your kids have gotten used to free reign. And it's not just bedtimes and mealtimes. Summer is the perfect time to start kids on regular chores. Make a daily schedule and post it for all to see.
3. While it's crucial to be consistent, also **allow some wiggle room** for spontaneity. Summer camps and trips are great, but if your kid has something scheduled every day they may miss the chance to enjoy creative free play opportunities. So, go ahead and make plans, but leave some days open for unexpected adventures and fun.
4. To make the most of the summer, **tap into your inner child** and let loose a little yourself. Think back to your happiest childhood summer memories. Did you love playing baseball with the neighborhood kids? Organize a game and get everyone involved. If you can, take advantage of relaxed summer schedules and leave work early to go for a bike ride in the park. Don't let a tight budget or limited vacation time cramp your style. If you can't take a whole week off to go camping, spread out your sleeping bags in the backyard and make s'mores. Is a trip to the water park not in the budget this year? Turn on the sprinkler, break out the water balloons and create your own water fun at home for next to nothing. Sometimes the simpler joys are the most memorable. With a little planning and some creativity, this could be your best summer yet.

Karen Meteyer, Ph.D. was a staff therapist at Franco Psychological Associates, PC before re-locating to New Hampshire.

Community Programs

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 [Totara](#) 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 available in July and August only 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.*



**American
Heart
Association®**

American Heart Association HeartWalk – Save the Date!

Sunday, September 16

Harrisburg City Island

Live Registration: 12:30 p.m.

Walk Begins: 2 p.m.

JOIN TEAM DICKINSON AT:
[http://www2.heart.org/goto/
TeamDickinson2018](http://www2.heart.org/goto/TeamDickinson2018)

Join members of Team Dickinson at the annual HeartWalk scheduled for Sunday, September 16 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.



Summer Safety Tips **DON'T GET BURNED! SUN SAFETY TIPS**

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 assistance with your healthcare needs, contact:

Susan Dworsak
CARES Account Coordinator

UPMC Pinnacle Carlisle
361 Alexander Spring Road
Carlisle, PA 17015

Office: 717-960-8912
Email: Susan.Dworsak@pinnaclehealth.org

Summer Safety Tips Source:
UPMC Pinnacle Carlisle



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 has limited space for new employee participants, who can 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.

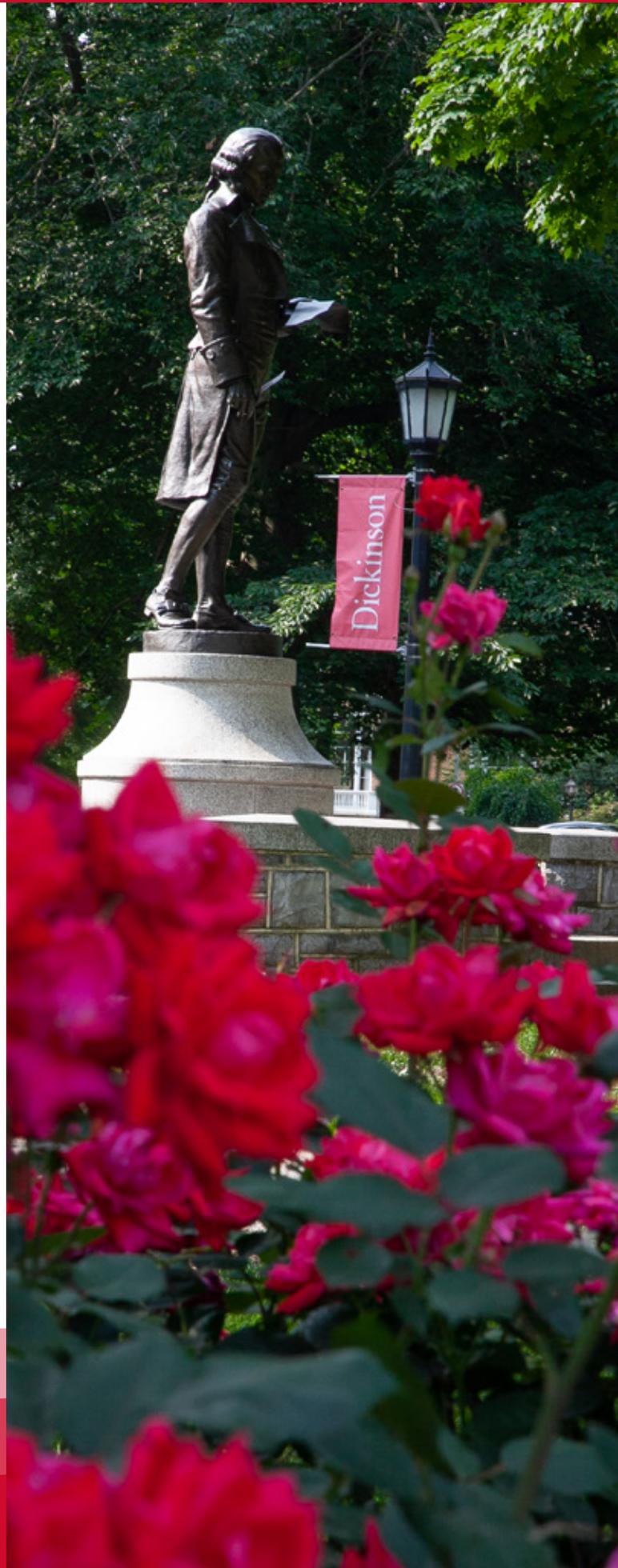
Water Aerobics

Instructor: Miriam McMechen

Mondays, July 2–23

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 27–31. 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 20 | 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.

Protecting Our Community

Presented by Human Resource Services

Thursday, August 28 | Althouse 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 behavior. New employees are required to complete two web-based modules and attend Protecting Our Community within the first year of employment. Employees are also required to attend Protecting Our Community once every six years.

NONEXEMPT STAFF 9:30–10:30 a.m.

EXEMPT STAFF

2–4 p.m.

To register: Please select the Totara icon in the *Gateway*. Once in Totara, select “Find Learning” on the top ribbon and then select courses from the drop down list. Search for “Protecting Our Community”. Click on the course and then click on “Enroll Me” to enroll. After enrolling, review the detail and select to “sign-up” for either the Nonexempt or Exempt event and appropriate date. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click “agree and submit” button at the bottom of the screen. Your booking is complete. Please repeat for each module session.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNERS FOR THE MONTHS OF MAY, JUNE AND JULY

Congratulations to Jenny Rhoads, *Theater & Dance*, Miriam McMechen, *Financial Operations* and Patty Zink, *Admissions* for being the Physical Wellness incentive prize winners for the months of May, June and July for participation in exercise/fitness programs in April, May and June! 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.

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

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

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

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

Professional Development & Wellness Program Registrations and Attendance

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

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

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

HUMAN RESOURCE SERVICES

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717-254-8084 | devwell@dickinson.edu

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