

Vitality

Dickinson

HUMAN RESOURCE SERVICES

December 2018
Volume XIII | Issue 5

NEW YEAR *Social*

Saturday, January 12, 2019 | 6–10 p.m.
Radisson Hotel Harrisburg, Camp Hill Bypass

We are truly excited to celebrate the New Year with all employees and retirees of the college! Invitations for the January 2019 New Year Social have been sent via email to all regular full-time/part-time employees and retirees (plus guest). Please remember to register for this event online at www.dickinson.edu/NewYearSocialRsvp, by emailing HREvents@dickinson.edu or by calling ext. 1503.

Tickets are \$10 per person. Please pick-up your tickets on or before Wednesday, December 19, at one of the following campus locations during regular business hours:

- Facilities Management Office at 5 N. Orange Street (cash/check only)
- FAS Mail Center in the lower level of the HUB (cash/check/credit card)
- Human Resource Services located at 55 N. West Street (cash/check)

Ticket fees are payable via cash/check (all locations) or credit card (FAS Mail Center only)—and are non-refundable. If you have any questions or would like your ticket(s) sent via interoffice mail, please send an email to HREvents@dickinson.edu, or call ext. 1503.

For event details, please visit the New Year Social event webpage at: www.dickinson.edu/newyearsocial

 @DickinsonHR #dsonsocial



WELLNESS
@ DICKINSON

2018 Fall Family and Friends Fun Fitness Challenge

Just for fun—and a bit of fitness too...

Join us this fall to keep family and friends moving with you. Enjoy the great outdoors or time inside as well with these activity ideas designed for connecting and feeling swell!

What is this you ask? It's a just-for-fun fitness challenge for all Dickinsonians—that's the task...

This challenge began on November 19, and runs through December 31 with results to be seen.

Visit the [Fall Family & Friends Fun Fitness Challenge website](#) to learn more—there is so much to enjoy and explore!

New Hires November 2018

NEW HIRES

Thomas Anderson, *Dining Services*

Jason Belden, *Dining Services*

Jeffrey Carey, *Dining Services*

Ferun Lux Dubois, *Dining Services*

Nancy Lesch, *Dining Services*

Emmanuel Nsingani, *Facilities Management*

Amber Pressley, *Children's Center*

Anna Shay, *Facilities Management*

Sarah Valez, *Africana Studies*

Kylie Wilson, *Dining Services*

2019 RETIREMENT CONTRIBUTIONS LIMITS

An excellent way to save for retirement and reduce current tax liability is to contribute part of your salary to an employer-sponsored retirement plan. At Dickinson, employees can contribute dollars, before taxes, to plans administered by TIAA and/or Fidelity.

CONTRIBUTION LIMITS FOR 403(b) PLANS—The contribution limit increases from \$18,500 to **\$19,000** for calendar year 2019.

For more information, visit our [website](#) or contact [Michelle Spencer](#) at Human Resource Services.

Retirement Counseling Sessions

FIDELITY INDIVIDUAL COUNSELING SESSIONS

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

- **Wed., December 12** HUB side room 203

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.–4 p.m.

TIAA INDIVIDUAL COUNSELING SESSIONS

A TIAA representative will be on-campus during the fall semester on:

- **Mon., December 17** HUB side room 201

To schedule a personal meeting with TIAA, please visit www.tiaa.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.–5 p.m. on the date listed above.

Benefits Information

aetna®

Aetna Individual Consultations

Aetna Representative: Jean Enders

Do you have medical 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 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](#) through the [Aetna Medical Consumerism course](#) on date shown below:

- **THURS., DECEMBER 13**
HUB Mary Dickinson Room
8:30 a.m.–12:30 p.m.
- **FRI., JANUARY 25**
HUB Mary Dickinson Room
noon–4 p.m.

NOTE: To sign-up for your Aetna consult appointment in Totara, search for keyword "Aetna" in the course search box. Enroll in the Aetna, Medical Consumerism & Healthcare Costs course, then "Sign-up" for your selected appointment date and time within the course to complete your registration process in Totara.

GET THE MOST OUT OF YOUR BENEFITS!



Diabetes & Oral Health: A Two-Way Street

Diabetic Living and Dental Care

How does diabetes affect the teeth and gums?

Nearly 30 million Americans have diabetes. While many are aware of the condition's associated risks such as stroke, eye disease and kidney disease, they may be less informed about the important connection between diabetes and oral health.

In fact, diabetes and oral health can go hand-in-hand: People with poorly controlled diabetes are more likely to develop oral health complications like **gum disease**, which in turn can contribute to the progression of diabetes. Ultimately, it's especially important for those with diabetes and signs of diabetes to keep their mouth, teeth and gums as healthy as possible.¹

How does diabetes affect dental health?

People with diabetes are generally more prone to bacterial infections like gum disease.¹ Experts believe that diabetes can also reduce saliva production, another risk factor of gum disease.⁴

While everyone has some level of bacteria in the mouth, people with poorly controlled diabetes may experience more rapid bacteria growth due to high blood glucose (sugar). Glucose is present in saliva and bad bacteria in the mouth feeds off of it.⁴ When bacteria combine with food particles and other substances, it can form plaque, one of the main causes of gum disease.³

How does gum disease impact diabetes health risks?

Since diabetes decreases the body's ability to fight and resist infection, it can cause gum disease to be more severe and take longer to heal. If left untreated, early gum disease (gingivitis) can progress into a serious gum infection called periodontitis. As the disease worsens, it can destroy the tissues and bone that hold the teeth in place, eventually causing tooth loss.³

Periodontitis may impact the body's ability to control blood glucose (sugar) levels, thus making diabetes management more difficult to control.¹

Addressing gum disease and diabetes in dentistry

If you have diabetes, there are things you can do to help prevent or manage gum disease.

Practice optimal oral hygiene and dental care. Follow these steps to keep your mouth, teeth and gums clean and healthy.

- Control blood glucose levels as best as possible.
- Avoid sweets and other empty-calorie snacks, which aren't good for oral health or diabetes. Keep in mind that many beverages contain added sugar, and even sugar-free varieties may be high in acid—another substance that can harm teeth and gums.

LEARN MORE

- [Understanding gum disease: What is it?](#)
- [Oral health care and prevention](#)

SOURCES:

www.unitedconcordia.com/dental-insurance/dental-health/conditions/diabetes

1. [Oral Health and Hygiene; American Diabetes Association, September 2012](#)
2. [Prevent Diabetes Problems, Keep Your Teeth And Gums Healthy; Colgate Oral Care Center, November 2010](#)
3. [Diabetes and dental care: Guide to a healthy mouth; Mayo Clinic, September 2015.](#)
4. [Diabetes, Gum Disease, and Other Dental Problems; National Institute of Diabetes and Digestive and Kidney Diseases, September 2014](#)

End of Year Reminders

DICKINSON COLLEGE CHILDREN'S CENTER—WINTER BREAK CLOSING SCHEDULE REMINDER

DCCC will be closed Monday December 24, 2018 through Friday, January 4, 2019. DCCC will re-open Monday January 7, 2019 at 7:15 a.m. Typically the DCCC follows the same schedule as the college's winter break closing. DCCC will not charge families tuition for these two weeks (December 24–28 and December 31–January 4) during the winter break closedown period.

End of Year Reminders

Electronic W-2 Information

As required by the IRS, Dickinson College furnishes all employees with a Form W-2 Tax and Wage Statement for each calendar year. The W-2 provides details of earnings and tax withholdings for the year.

Dickinson encourages all employees to elect to receive only an electronic Form W-2 through Banner Self Service. If you consented to the electronic W2 last year, your consent will remain in effect for 2018. You can review and update your consent through Banner Self Service.

Employees who consent to receiving an electronic W-2 will not receive a paper form and agree to obtain their W-2 through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, Payroll will mail a paper Form W-2, no later than January 31, via the US Postal Service to the current address on record.

Employees may be required to print and attach a W-2 form to their Federal, State or local income tax return.

Benefits to receiving Form W-2 electronically:

- They promote the college's sustainability efforts
- They are available earlier than the traditional paper forms
- They cannot be lost, stolen, delayed or misplaced by the U.S. postal service or by the employee
- They are available anywhere the employee has access to a computer
- They will remain online for multiple years

How to give consent to receive your electronic W-2

- Log into Banner Self Service through the Dickinson Gateway (gateway.dickinson.edu)
- Click on the Employee Information
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Click the Submit button
- To withdraw consent, follow the above steps

Electronic consent for the 2018 W-2 must be made by December 31, 2018.

Contact payroll@dickinson.edu with any questions or concerns.

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.

Year-end Payroll Entry Reminders

To meet the deadline for preparing the final payrolls of 2018, any payroll changes, including stipend requests, must be submitted to Human Resource Services by **9 A.M. ON MONDAY, DECEMBER 17, 2018.**

The deadline for submitting and approving hours for the pay period December 9, 2018–December 22, 2018 for the biweekly (regular hourly employees) and student payrolls will be **NOON ON MONDAY, DECEMBER 17, 2018.**

Semi-monthly pay advices will be emailed on December 28, 2018 and checks will be mailed to home addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 31, 2018.

Bi-weekly pay advices will be emailed on December 27, 2018 and checks will be mailed to home addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 28, 2018.

Student pay advices will be emailed on January 1, 2019 and direct deposits will appear in bank accounts on January 2, 2019.

If you have any questions, please contact payroll@dickinson.edu.

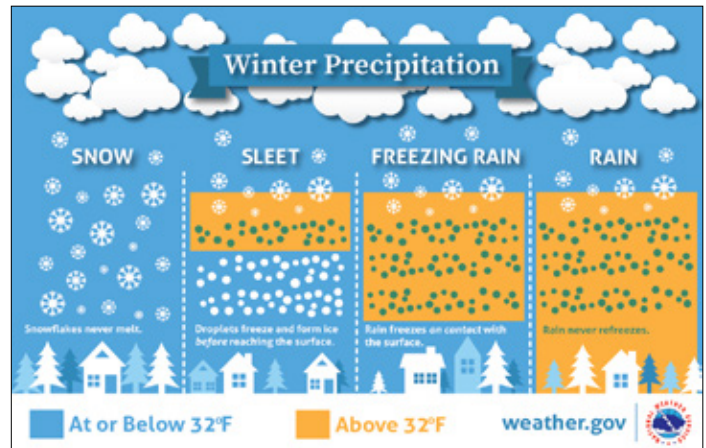
Winter Weather Preparedness

Daniel Berndt, Safety & Emergency Management Specialist

WINTER STORMS CAN BRING SNOW, SLEET, AND FREEZING RAIN ACROSS THE ENTIRE UNITED STATES AND ITS TERRITORIES. Even Hawaii gets snow in its Big Island, and major cities as far south as Atlanta and Dallas have been paralyzed by snow and ice. In the Northeast, cold temperatures, various types of precipitation, and more present unique hazards in which having a plan ahead of time can make a world of difference. Here are a couple tips for handling the winter months ahead:

OUTDOORS AND TRAVELLING:

- Dress in layers, cover skin and limit time outside. Layers of loose-fitting, lightweight clothing will keep you warmer than one bulky sweater
- Ice and snow, take it slow—slower speed, slower acceleration, slower steering, and slower braking
- Clear snow and ice off fire hydrants so fire departments can gain access
- Maintain your vehicle: Check the battery, tire tread, and windshield wipers—keep your windows clear, put no-freeze fluid in the washer reservoir, and check your antifreeze
- Keep extra supplies in your vehicle such as a flashlight, blanket, jumper cables, shovel, snow brush/ice scraper, and some snacks in case you become stuck while on the road
- Try to park in areas with little to no snow cover to minimize slips and falls



WALKING ON SNOW AND ICE:

- Wear appropriate footwear with a good tread—avoid plastic or leather soles.
- Be aware that the north sides of buildings are often slicker from the lack of sunlight.
- Remember to take shorter strides to maintain your center of balance on slippery surfaces.

GENERAL REMINDERS:

- Ahead of and during inclement weather, the college receives regular updates from the National Weather Service which it uses to guide its response. In addition, the college follows its Snow Protocol which guides any winter weather cleanup efforts.
- If the college is delayed or closed, please make every effort not to arrive on campus until after the designated opening time. For example, if there is a delayed opening until 10 a.m., please do not arrive until at least 10 a.m., unless otherwise notified. Our Facilities staff do an incredible job of clearing away snow and ice, but parked cars arriving earlier than requested often hinder these efforts and can create additional slick spots later or leave untreated areas.
- In the event of a delay or closure, the college will make every attempt to communicate with you via all available methods, including Red Alert. All pertinent details will typically be discussed in this messaging.

ADDITIONAL INFORMATION CAN BE FOUND AT:

- www.ready.gov/winter
- www.weather.gov/safety/winter
- www.cdc.gov/disasters/winter
- www.usfa.fema.gov/prevention/outreach/heating.html

Nutrition Corner

The holidays bring many gatherings full of family, fun, festivities but most of all FOOD! Struggling with an idea for a healthier but still delicious dessert for this holiday season? Consider using these seasonal favorites—apple and cinnamon—to share a nutritious dessert with your loved ones during upcoming events.

BAKED CINNAMON STUFFED APPLES

Prep time: 10 min

Cook time: 30 min

Servings/Size: 1/2 apple; 4 servings

INGREDIENTS:

- 4 large McIntosh or Golden Delicious apples (cored)
- 1/2 lemon (juiced)
- 6 tbsp Splenda® Brown Sugar Blend
- 1/4 cup oatmeal
- 1 tsp ground cinnamon
- 2 tbsp margarine (*trans-fat-free*)
- 1/4 cup pecans (*finely chopped*)

DIRECTIONS:

Preheat oven to 425°F. Drizzle lemon juice over apples. In a small bowl, mix together remaining ingredients. Stuff each apple with approximately 1/4 cup oat mixture. Place apples in an oven-safe baking dish and bake for 25-30 minutes.

RECIPE SOURCE:

www.diabetesfoodhub.org/recipes/baked-cinnamon-stuffed-apples.html

Nutrition Facts	
4 Servings	
Serving Size	1/2 apple
Amount per serving	
Calories	145
Total Fat 5g	
Trans Fat 1g	
Cholesterol 0mg	
Sodium 25mg	
Total Carbohydrate 26g	
Dietary Fiber 3g	
Protein 1g	

4 Things to Consider Before Buying a Supplement

Courtney Hager, Registered Dietician

You make food and lifestyle choices to keep you energetic, free from illness, and feeling great. Now you're wondering if adding a supplement to your routine would help you achieve your wellness goals. Here are some things to consider before you commit:

1. IS IT SAFE?

One of the most common things I talk about when discussing supplements with clients is the safety of a particular supplement. Though many are natural and even organic, they can still be harmful to the consumer. Consider if you are taking any medications or are being treated for any health conditions. Sometimes a particular supplement is not appropriate for people already being treated for disease and may interfere with the current treatment methodology. Also, supplements are not required to go through any testing or inspection so the claims and safety of these products is suspect at best. What does this mean? It can actually cause harm to your organs because of the ingredients and dose even if it is natural! Your best bet is to check with your doctor or dietitian before starting something new.

2. IS IT HELPFUL?

For some, taking a supplement can act as a placebo even if it isn't truly causing any internal changes to the body, which makes it seem like it's working. Do you really want to spend money on something that's not actually effective? Not all supplements are effective at treating what they claim to treat. In fact, not all supplement manufacturers are honest so sometimes the labeled ingredients are not even present (or present in the dose that is stated). Again, no one regulates the supplement industry so it's hard to stop dishonest people from entering the game. It may be more worth your time and money to learn some more effective approaches to health and wellness if you're not sure of the reliability and effectiveness of a supplement.

3. IS IT NEEDED?

Supplementing in excess of nutrients we are not deficient in is not effective. An example is water soluble vitamins which includes C and B vitamins, the excess of which are eliminated from the body through the urine after your needs are met. That means your B complex vitamin may just be flushed down the toilet—literally.

4. IS IT THIRD-PARTY TESTED?

OK so I told you that there is no mandatory regulation of supplements BUT what I'm telling you now is that there is voluntary third-party testing. This means honest companies can choose to be certified and labeled by organizations that do test the products. Look for emblems on products that are NSF or USP certified before you buy to make sure what you're paying for and what you're getting are the same thing.

BONUS TIP!

Sign up for the February 11 employee health nutrition information session, "Vitamins, Minerals & Herbs" through Totara. You won't want to miss this discussion of my recommendations on the best supplements and herbs for some of the top health goals.

Professional Development & Wellness Events

2018-2019 WELLNESS@ DICKINSON INCENTIVE PROGRAM REMINDER

Many of you have already completed the first step (biometric screening) for the 2018-2019 Wellness@Dickinson Incentive Program—so now take the next step and complete the online health risk assessment (HRA)! Not sure how to do this? Enroll in the [Wellness@Dickinson Incentive Program](#) course in Totara now to learn more, or send an email to devwell@dickinson.edu for any questions or assistance.

Each year we offer the Wellness@Dickinson Incentive Program to encourage healthy behaviors and habits in the campus community, while incorporating some fun challenges to enhance participation. For 2018-2019, we offer a three-step incentive design to reward employee participants as you progress through this program:

1. **Complete your biometric screening *OR* Visit your healthcare provider for your annual Wellness Visit. A Wellness@Dickinson water bottle will be awarded when biometric screening or PCP visit is completed.**
2. **Complete your online Health Risk Assessment (HRA): Congratulations—You have reached the Engaged Level by completing both biometric screening | annual well visit and HRA. A Wellness@Dickinson cap or T-shirt (participant choice) will be awarded when both step #1 and step #2 are completed.**
3. **Continue to participate with at least one or more activities completed in each of the five core areas of wellness to be in the *Energized* (10 total activities)/*Elite* (15 total activities). Energized and Elite level participants will be included in a random drawing for an award of \$75 for Energized and \$100 for Elite participation. These award winners will be announced at the end of the wellness program year.**

Caring for An Aging Parent

Presented by MetLife

Monday, December 10
Stern 102 | noon–1 p.m.

Taking care of your parents can be a challenge—physically, mentally and financially—and with that brings the responsibility of figuring out a financial plan to keep things in balance. Register for this program offered by MetLife to learn some tips and financial strategies.

Enroll in the Wellness Course under Financial Wellbeing and sign up now in [Totara](#) through the Gateway.

Stress Less for the Holidays

Presented by UPMC Pinnacle Staff

Tuesday, December 11
HUB Social Hall West | noon–1 p.m.

Does the holiday season just throw you all out of balance? Family events, gatherings and celebrations are fun—but where do you find the time to get things done and do it all? Interested in learning some tips and tricks to DE-STRESS for the holiday season? Attend this session and enjoy hearing strategies to make this a fun and relaxing time of year!

Enroll in the Wellness Info Session and sign up now in [Totara](#) through the Gateway.

Free Blood Pressure Screening

Monday, December 17
and Monday, January 14
Mary Dickinson Room
noon–1 p.m.

Walk-in, no appointment needed!

Massage Therapy

Thursday, December 20
HUB Side Rooms

**REGISTRATION IS LIMITED TO
EMPLOYEES OF THE COLLEGE
ONLY**

Therapeutic massages will be provided by therapists at Camille Baughman & Associates in the HUB Side Rooms between 9 a.m.–5 p.m., with the last appointment beginning at 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 with a \$35 fee due at your appointment. Participation is limited to one session per employee. Registration is limited to one session per employee.

SPACE IS LIMITED. Enroll and sign up now in [Totara](#) through the Gateway.

RESCHEDULED Diabetes Overview

Tuesday, January 29
HUB Social Hall West | noon–1 p.m.

Just what is diabetes? Learn about the different types of diabetes as well as common symptoms and the diagnosis of diabetes. Discussion will include nutrition, healthy food choices and meal planning in addition to why increasing your physical activity is key to combating and controlling diabetes once diagnosed. Hear about the impact of weight management and how this connects.

**Faith and Practice:
How to Be a Perfect Stranger**

Thursdays | Stern 102 | noon-1 p.m.

Building Interfaith literacy is an important component of Intercultural competency. We believe that successfully learning to navigate conversations about religious and spiritual diversity happens by enhancing religious literacy. Religious literacy is enhanced by understanding others faith traditions and faith practices. In this series *Faith and Practice: How to Be a Perfect Stranger* we will have the opportunity to listen to people of faith talk about their own tradition, share a practice of that tradition and then spend some time in a question and answer session to increase our understanding.

Enroll and sign up now in Totara under the *Building Interfaith Capacity* course for any of the sessions listed below.

- **DECEMBER 13** **Judaism**
- **FEBRUARY 21** **Sikhism**
- **MARCH 21** **Bahaism**
- **APRIL 18** **Hinduism**

Navigating Dickinson

Friday, December 14 | Stern 102 | 9 a.m.-1 p.m.

This quarterly information session for new or recently hired staff has been rescheduled from November 16 to Friday, December 14. Employees who were registered to attend this session should have received notification from Totara regarding the new date.

The Navigating Dickinson Orientation Session introduces newly hired staff to the college community. This quarterly session focuses on the broader college community providing a cross-divisional perspective of how the departments and divisions function. Participants will take part in a walking tour and be provided lunch.

For assistance or more information, please send an email to devwell@dickinson.edu, call ext. 1503 or search on the course keyword "Navigating" in Totara via the Gateway to enroll/sign-up/cancel/reschedule. The next scheduled session is on March 29, 2019.

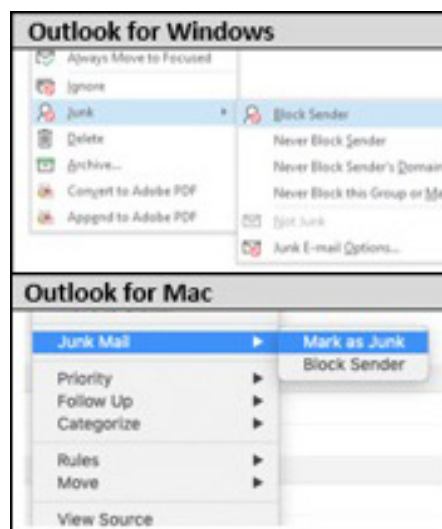
Tech Tip

ANDREW CONNELL, USER SERVICES

Junk Mail

There are few things that are a larger and more frustrating waste of time than dealing with junk mail (in paper or electronic forms). All the talk these days seems to be about artificial intelligence platforms (Siri, Cortana, Alexa, etc.) and 'machine learning' so, why can't machines get better at learning what messages are junk and block them? While you may receive a few junk messages a day, the amount of junk mail that is blocked before reaching campus users is staggering. For instance, for just the month of October, Dickinson users received 2.1 million email messages. An additional 1.6 million messages were blocked before anyone ever saw them. In other words, 43% of all mail received was blocked junk! So, while systems do a fairly good job of differentiating junk from legit mail, they will never be perfect (prime example: that coupon message you think is junk, someone else sees as the solution to what to buy that relative who is so impossible to Christmas shop for).

"Sounds great," you say, "but I still get a junk mail daily, what can I do about those?" No worries, here are two things you can do right now:



USE YOUR EMAIL PROGRAM'S JUNK FILTER. In Outlook (for Windows and Mac), simply right-click on any message you want to classify as junk and click the appropriate action under the Junk/Junk Mail submenu:

UNSUBSCRIBE! Messages you consider to be junk usually have an 'unsubscribe' link at the bottom of the message which *should* remove you from the sender's

lists. "Wait! Aren't we always warned about clicking links in strange messages?" Yes, while clicking links in email can lead to bad things, the point of the warnings concerning phishing messages isn't so much about the links themselves, but rather about identifying when a message is fraudulent and taking you to a fake login form which will steal your username and password once filled in and submitted. Unsubscribe links at the bottom of junk mail should take you to a page indicating your address has been removed from their list. If you do not trust that they will actually do so, then see step one above and block these emails.

Thankfully, Office 365 is continually providing more protection against junk and phishing messages. With those protections, be aware that email which Office 365 classifies as junk may be moved to the folder titled "Junk Email" in your Dickinson email account. Messages remain in the Junk Email folder for 30 days before being automatically deleted. Please be sure to review the contents of this folder occasionally to assure that legitimate (non-junk) messages have not been classified as junk and inadvertently sent to this folder.

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.

Protecting Our Community

Tuesday, January 15 | Althouse 106

NONEXEMPT STAFF: 9–10 a.m. EXEMPT STAFF: 2–4 p.m.

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 three 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 two years (or complete two web-based modules).

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 & submit” button at the bottom of the screen. Your booking is complete.

Preparing for a Role in Supervision Series

Thursdays | Stern 102 | 9–11 a.m.

- JANUARY 17
- JANUARY 31
- FEBRUARY 14
- MARCH 7

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 is comprised of four (4) modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics offered within the program include:

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

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 “Preparing for a Role in Supervision”. Click on the course and then click on “Enroll Me” to enroll. After enrolling, click “sign-up” on the far right side. Review the detail. This course does require manager approval. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click “Request approval” button at the bottom of the screen. Your booking is complete. Please repeat for each module session.

Goal Writing

Thursday, January 24 | HUB Side Rooms 204-205 | 1:30–3:30 p.m.

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.

Register in Totara through the [Gateway](#). Once in Totara, select “Find Learning” on the top ribbon and then select courses from the drop down list. Search for “Goal Writing”. Click on the course and then click on “Enroll Me” to enroll. After enrolling, review the detail and select to “sign-up”. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click “agree & submit” button at the bottom of the screen. Your booking is complete.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF NOVEMBER

Congratulations to IZA SAVENKOVA, *Russian*, for being the Physical Wellness incentive prize winner for the month of *November* for participation in exercise/fitness programs in October. 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.

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.

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

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

PRODUCED BY THE DICKINSON COLLEGE PRINT CENTER