

# WELCOME

TO THE 2017-2018 ACADEMIC YEAR



## UPCOMING TRAININGS

- October 4 • Administrative Assistant Retreat
- October • Fall Supervisor Series begins
- January • Winter Supervisor Series begins

This newsletter contains important information for you to be aware of as we begin this new school year.

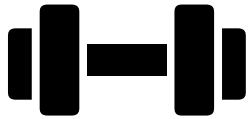
*We want you to be informed whether you are a seasoned or new employee of the College.*

Wishing you a wonderful and productive year from all of your colleagues in Human Resources & Compliance.

## SAVE THE DATES

- September 22, 2017 • Movie on the Green
- December 15, 2017 • Employee Christmas Luncheon
- February 14, 2018 • Summer Job Fair for Student Employment
- May 22, 2018 • Employee Recognition Reception

**LOOK INSIDE FOR  
YOUR CHANCE TO WIN  
A \$50 GIFT CARD!**



**NEW!**

# Falcon Fitness Center

[messiah.edu/fitnesscenter](http://messiah.edu/fitnesscenter)

Our new Falcon Fitness Center will officially open for students and employees on the first day of classes this semester. **Join us for an *exclusive sneak peak* of our new space at an employee open house TODAY (August 22) from 3:00-5:00pm.**

## FUN FACTS

- Will be open 99 hours a week
- 14,374 square feet of space
- Brand new and state of the art cardiovascular and resistance training equipment
- 1,212 square foot exercise classroom complete with 30 spin bikes. *Stay tuned for a complete fitness class schedule offered on the website.*
- 2 trained student workers available at all times to assist you in adjusting to this new space

## THINGS TO REMEMBER

- You must fill out an online health questionnaire and release, prior to accessing the new fitness center. Please stay tuned for details on how to access this form.
- Don't forget your Messiah issued ID card. You will not be allowed into the center without it.
- Students, employees, and employees' children (ages 16-18) will have access to the Falcon Fitness Center.

*Please contact Kevin Ogden, Director of the Fitness Center, with any questions.*



# RESPONSIBLE EMPLOYEES

If you see a crime or suspect violence is occurring on campus, call the police. You are required to report incidents of harassment, suspicions of violence and notice of crime within 24 hours to one of the following departments:

- Human Resources & Compliance (ext. 5300)
- Department of Safety (ext. 6005)
- Engle Center (ext. 6035)
- Student Affairs (ext. 3200)

**BUT!**

As an employee of an educational institution, PA state law requires you to report any suspicions of child abuse or neglect immediately and directly to PA Childline by calling:

1 (800) 932-0313

After making a report, you must also notify the College's Department of Safety (717) 691-6005 which will coordinate our response and cooperation with authorities.

You are also a mandatory reporter for child abuse. This is in addition to your Title IX responsibilities.

*Failure to report information related to harassment, violence (including sexual violence), crime and/or child abuse will result in discipline up to and including termination of employment.*

Have questions about how or what to report?

**ASK US!**

# Ch-ch-ch-ch-changes

To ensure a continuing supply of telephone numbers, a new 223 area code will be added to the area served by 717. This is known as an area code overlay. ***This means that starting on August 26, 2017 all calls in the 717 area code that are currently dialed with seven digits will need to be dialed using 10 digits, that is, the area code + telephone number.*** (Keep in mind that if you are dialing from a landline on campus and wish to call off-campus, you must dial 9 + 1 + area code + telephone number.)

## ARE YOU PREPARED?

...for an emergency on our campus?  
...to win one of four \$50 gift cards to Amazon?

Go to the Personal Information tab of the self-service main menu in MCSquare and update the following:

- (1) Emergency Contacts (Employee)
- (2) Cell phone information - "View and Maintain Cell Phone Info"

Don't forget to click the "Update" button on the cell phone page to update or confirm your cell phone information which will qualify you for a chance to win.

Let us help to keep you safe and informed!



### Employee Referral

## Do you know *someone who would be a great employee?*

- ▶ Tell them about a job and how to apply online at [jobs.messiah.edu](http://jobs.messiah.edu)
- ▶ Ask them to please add your name to the application in the space provided.
- ▶ Complete the employee referral form and submit per the instructions.
- ▶ After the person successfully completes his/her first 90 days with the College, your referral bonus will be processed.

*Note: you can earn multiple referral bonuses, but only one employee referral bonus is paid per hire. Check the form for additional details as well as for exclusions.*

*The Referral Bonus Form can be found on the Human Resources website. Select "Employees", "Employee Forms" and then "Referral Bonus."*



# Environmental HEALTH & SAFETY

“Environmental, Health & Safety Information for a New School Year” will be sent as an attachment in a mass email on Monday, August 28th. This document contains environmental, health & safety information that the College is required by law to communicate to all employees on an annual basis. It also contains reminders on employee responsibilities.

Please read this document in its entirety over the next few weeks, and retain it as a resource and reference. If you have any questions or would like a hard-copy of the information, please contact Donna Fink (dfink@messiah.edu or ext. 5038).

**NOTE TO FACULTY:** While all the information contained in the document is important to you, please review the section containing “Additional Information for All Faculty” as soon as possible.

This specifically relates to your responsibilities as a faculty member in the classroom.

Sign the “Safe Campus Roads” pledge the week of September 18th to be a safe driver & a safe pedestrian.

**LOOK**  
For SAFE CAMPUS ROADS

Pledge tables will be located throughout campus; watch your email for specific locations and times. All employees & students who take the pledge will be entered into a drawing for gift cards, certificates, & more. Winners will be selected on September 27th.

You can receive a 10% discount on all Dining Services purchases in any of our restaurants by using the employee meal plan. The Employee Ala Carte Meal Plan is available for each semester, including summer. You can sign up for the fall semester anytime, but in order to pay through payroll deduction, the paperwork must be received by September 15. Watch for the email reminder!

Employees of Messiah College have the opportunity to purchase retail products and services from local and online businesses at a discounted rate. Simply show your Messiah College ID card at participating businesses to receive your discount.

To learn more, visit: <http://www.messiah.edu/discount>

**DID  
YOU**  
*know???*

## The Oakes Museum of Natural History

If you are looking for something fun to do with your family, come and visit the Oakes Museum of Natural History. Messiah College faculty and staff receive free admission to the museum for themselves and their families on Saturday afternoons from 1- 5 p.m. The museum is home to a collection of Smithsonian quality African and North American mammals, birds, eggs, fish, seashells, minerals, insects and fossils. The Oakes Museum of Natural History is located in the Jordan Science Center.

