

**Volume XXX, No. 20** For we are what he has made us, created in Christ Jesus **May 22, 2008**

for good works, which God prepared beforehand to be  
our way of life.

—EPHESIANS 2:10 (NRSV)

### ***Intercom deadline***

**The deadline for each issue of the Intercom is 4 P.M. Tuesday.** To help us ensure the speed and accuracy of production, please use the Intercom e-mail address, [intercom@messiah.edu](mailto:intercom@messiah.edu), or the user-friendly submission form on the Intercom website at [www.messiah.edu/intercom/submit.html](http://www.messiah.edu/intercom/submit.html) to send in information. If you have questions, please call the office of marketing and public relations at ext. 7342.

### ***Campus people***

**Reta Finger**, biblical and religious studies department, wrote the fourteen lessons in the “Summer 2008 Sunday School” quarterly published by the Mennonite Publishing House (June-Aug.). MPH uses the texts from the Uniform Lessons chosen by the National Council of Churches. This unit is titled “Images of Christ in the New Testament,” and includes studies on Hebrews, the Gospels, and James.

### ***College Press, faculty services, and postal services to close for retreat on June 4***

College Press, faculty services, and postal services will be closed on Wednesday, June 4, to attend an interdepartmental retreat. The offices will reopen at their regular times on Thursday, June 5. If you have any questions, please contact Dwayne Magee, director of College Press, faculty services, and postal services, at ext. 5602.

### ***Reminder from office of marketing and public relations***

From June until late August, campus clients wishing to initiate print, proofreading, or design projects with the office of marketing and public relations should contact Kim Christen, assistant for the office of marketing and public relations, while Missy Hepfer, print and web project coordinator, is on extended leave. Kim can be reached at [kchriste@messiah.edu](mailto:kchriste@messiah.edu) or ext. 7326.

### ***Faculty services work submission deadlines and summer hours***

Please see the attachment at the end of this issue of the “Intercom” regarding 2008 fall semester work submission deadlines. Your cooperation is greatly appreciated.

### ***Employee discount program survey available***

The 2008 Employee Discount Program Survey is now available. This is your chance to make your voice heard. Tell us what you think about the program that provides you with the opportunities to save at your favorite local restaurants, retail stores, and service providers – what you like, what you don’t like, what you would like to see in the future. The survey can be found in MC Square by going to the purchasing department’s channel and clicking on the link that says “2008 Survey for Employee Discount Program” or [www2.messiah.edu/adeptiv/survey/object.asp?ID=Yc9Jh9N7bd69DC0edEWX](http://www2.messiah.edu/adeptiv/survey/object.asp?ID=Yc9Jh9N7bd69DC0edEWX). A mass e-mail to Messiah employees has also been sent, and the survey can be accessed by clicking the link in the e-mail. Questions about the survey or the Employee Discount Program can be directed to John Cooker, director of purchasing services, at ext. 6010 or Allison Petry at ext. 3130 or 7275. And remember to check out [www.messiah.edu/discounts](http://www.messiah.edu/discounts) for a list of current Messiah College employee discounts and businesses, all of which make Messiah College an even better place to work!

## ***BJ's Wholesale Club offers employee discount***

Your last chance to purchase your BJ's Wholesale Club membership at reduced prices is approaching. Membership cost is \$35 (\$10 off the normal \$45 fee) plus three additional months at no charge for a total of 15 months. Your membership will allow you to purchase name-brand merchandise at low, wholesale prices. This offer ends Friday, May 23. For more details, contact Gretchen Banks, purchasing office, at ext. 2100.

## ***Postal services tip***

Did you know that toner and paper are supplied at no cost to you for our copiers? Toner is included as part of our maintenance contract with our vendor, and College Press supplies the paper. To request paper or toner, please send an e-mail to [collegepress@messiah.edu](mailto:collegepress@messiah.edu).



## **HUMAN RESOURCES**

Open enrollment for employees began May 6  
Participants earn Professional Excellence Program certificate  
Hershey Park discount tickets available  
Summer dress policy outlined

### **► Positions available**

Catering Lead  
Campus Events Worker II, Naugle

### **► Birthdays**

## ***Open enrollment for employees began May 6***

Open enrollment is your opportunity to evaluate and change your benefits package. Open enrollment will run through Friday, June 6. Please see the attachment at the end of this "Intercom" for details. Please contact Su Pottiger manager of benefits, at ext. 7085 if you have any questions.

## ***Participants earn Professional Excellence Program certificate***

Messiah College's first Professional Excellence Program concluded with a celebration lunch on May 13. The program offered 32 hours of professional development focused on subjects ranging from communication skills to computer proficiency. The following participants earned a certificate by completing a minimum of 24 hours of study within the program:

Albert, Denise	Blackley, Denise	Boyer, Debbie	Fink, Donna
Gladfelter, Lew	Groff, Shirley	Helm, Karen	Hepfer, Melissa
Hopkins, Terry	Hutchinson, Carole	Leedy, Kerri	Maynard, Paula
Miller, Norma	Myers, Holly	Peters, Kim	Poplaski, Deb
Robinson, Sharon	Schmidt, Sue	Sobrevilla, Elizabeth	Snyder, Lisa
Stone, Casey	Stonge, Gloria	Streck, Cynthia	Theis, Carol
Thomas, Mary Michelle	Tomes, Cynthia		

## ***Hersheypark discount tickets available***

Human resources and the purchasing department are working together to offer employees and their families discounted admission tickets for Hersheypark. These tickets are available at a significant savings over both the gate admission price and the price at Giant. Please see attachment at the end of this "Intercom" for complete details.

## ***Summer dress policy outlined***

Please see attachment at the end of this "Intercom" for complete details.

## **Positions available**

**Catering Lead** — The department of dining services currently has an opening for the position of catering lead. This is a full-time, 12-month, band 7B position, which will oversee and assist with all aspects of catered events, preparation, set-up through service, break down, and clean up, and is responsible for providing consistent lead/training/assistance to catering staff to ensure standards for quality, safety, sanitation, presentation, and maintenance of customer satisfaction at all times. Education and experience required includes a high school diploma or equivalent, as well as two years of experience in hospitality/catering/conference industry. Other requirements include: excellent customer service skills; ability to professionally serve high-end catering events; knowledge of front-of-the-house, and presentation; great attention to detail; strong leadership and training skills; ability to multi-task; basic computer skills (Excel, Word, etc.); and able to earn ServSafe certification within 12 months of hire. To apply, please submit a r sum  and letter of interest to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail [humanres@messiah.edu](mailto:humanres@messiah.edu). (Applications are preferred via e-mail.) Applications will be reviewed upon receipt and will be accepted until the position is filled. Job-related questions should be directed to Mark Wirtz, director of dining services, at ext. 6008.

**Campus Events Worker II, Naugle** — The department of campus events has an opening for a full-time, first-shift, campus events worker II (custodial). This position is located in the Naugle Residence Hall. This is a full-time, 12-month, band 7C position. This experienced custodial position is dedicated to cleaning public spaces, resident living areas, and restrooms in the Naugle residence during the academic year. During the summer this position is responsible for the cleaning of dorm rooms as well. This position supervises student workers. Candidates should have a high school diploma or equivalent; have the ability to lift up to 50 lbs.; share the enthusiasm of being a part of a college community, and have the ability to interact professionally with students and conference guests. Must have effective communication and cleaning skills; ability to demonstrate respect for others; act as a role-model for students; be detail oriented; self-motivated; and have basic computer proficiency and organization skills. To apply, please submit a r sum  and cover letter to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail [humanres@messiah.edu](mailto:humanres@messiah.edu). (Applications are preferred via e-mail.) A job description is available in human resources or on the College website at [www.messiah.edu/offices/hr/job\\_opportunities/admin.html](http://www.messiah.edu/offices/hr/job_opportunities/admin.html). Job-related questions should be directed to Scott Zeigler, campus events manager, at ext. 2940. Applications will be reviewed upon receipt and will be accepted until the position is filled.

**Happy birthday!** 

**06/01:** Debbie Rutter

**06/02:** Dana Britton

**06/03:** Gene VanDyke

**06/04:** Sean Paddock, Art Palese, Jill Poole, Janice Trapp

**06/05:** Christine Forsythe, Leisa McAlicher

**06/06:** Ellie Addleman, Bob Felix, Mike Strayer

**06/07:** Audrey Boisvert, Norm Shank

**06/08:** Eric Henry, Bradd Shirk

**06/09:** Joanna Dennstaedt, Diane Hunsinger, Brian Nejme, Barb Syvertson

## **Announcements**

### **Needed:**

**Housing for summer** — My name is Phil Martin, Messiah College sophomore, and I am in a unique situation. First, I am a MK and my parents are returning to Papua New Guinea in mid-June. Second, my housing plans for the summer just collapsed. Unfortunately, I need to leave where I am currently on Thursday, May 22, at the latest. I am looking for an apartment that I can rent for \$500 a month or less, a house-sitting situation, or something similar. I would like to be near the Messiah College campus if possible, but somewhere to live is a higher priority. Please e-mail [pm1177@messiah.edu](mailto:pm1177@messiah.edu).

### **For sale:**

**Doctoral regalia** — Doctoral gown/regalia made by the CE Ward Company. The gown is maroon and black. The size is a men's 38-40. The cap is a black velvet tam with maroon and gold trim. The sash has light blue velvet trim with white and red satin cloth inside. Worn by a former Messiah faculty member for approximately four years. \$150. Please contact [aneff19@comcast.net](mailto:aneff19@comcast.net) or 697-2064.

**House** — Located in Twin Hills neighborhood, Dillsburg. Top of the hill, spectacular view of South Mountain, two bedrooms, one car garage, great yard with shed, deck. New roof, new windows, new carpet, freshly painted. Asking \$130,000. For more information, e-mail [bstonge@messiah.edu](mailto:bstonge@messiah.edu).

**10 in. sealed subwoofer box** — I have a sealed subwoofer box made by Tweeter. It is 1.1 cubic feet with terminals and wiring installed on rear. Used for one month. \$19. Contact [cmiller@messiah.edu](mailto:cmiller@messiah.edu).

**Textbook** — "Management" by Robert Kreitner, 10th edition, in a hardback copy. Looks new. \$28 or best offer. Call Chris at 574-6179.

**19-in. Sony TV** — Six years old, tube-style with flat, glass screen. Great condition and picture,; remote included. Swivel wall mount accessory also available. Perfect to use in a guest room, kid's room, cabin, beach house, or anywhere. TV, \$75; wall mount, \$35; or both for \$100. Pictures available and will deliver TV and mount to campus. Contact [klmartin@gettysburg.edu](mailto:klmartin@gettysburg.edu) or 337-6801.

### **Outside organization announcements:**

**Neighborhood yard sale Saturday, May 24** — Located in the 100-200 block of Cockleys Drive, off of Lisburn Road. Some items available: toys, kid's clothes, two tricycles, women's clothes (Ann Taylor Loft, Gap, JCrew, and more), men's clothes, assorted CD's and books, yard equipment, including wheelbarrow, a Scott's drop spreader, and lawn mower.

**Sally Morgenthaler will speak in Philadelphia area on May 31** — Author and sought after speaker, Sally Morgenthaler, will be in the Philadelphia area for a one-day event for women titled "Perfect Timing," Saturday, May 31 from 9 a.m. to 4 p.m. at Abundant Life Fellowship Church, Edgewater Park, NJ. Morgenthaler is a trusted interpreter of post-modern culture and a guide to the crucial shifts the North American church must make if it is to become a transforming presence within pre-Christian communities. She will speak to the timeliness of women as influencers and leaders – wired and ready for today's world. Register online at [www.womenincovenant.com](http://www.womenincovenant.com) for only \$30 (includes breakfast and lunch).

**The Dillsburg Kiwanis Club sponsors fundraiser** — The Dillsburg Area Kiwanis Club is taking orders for fresh-from-the-field, New Jersey blueberries as a fundraiser to support local, national, and international service projects. Berries are available in 10-pound boxes at a cost of \$3/pound, just \$30/box. Contrast that with a local grocer's sale this week of pea-sized berries for the equivalent of \$9/pound! These huge, juicy berries are picked and delivered within 24 hours to Northern York High School by the growers. Delivery is expected in early July. Last year, the Blueberry Sale raised approximately \$8,000 to fund scholarships, donations to Dillsburg New Hope Ministries, school supplies for needy students, sponsorships of youth baseball teams, and vitamins for an orphanage in Bulgaria. The club sponsors several local youth leadership clubs (Kiwanis Key Club, Builders Club, and K-Kids, all in Northern York schools), and supports many other community efforts. Orders are running ahead of last year in spite of the increase in price, which is due to higher costs for fertilizer and fuel. Many customers have increased their order sizes this year because the quality and value is outstanding. Orders will be accepted through Monday, June 23. Please contact Kiwanis members Jerry Hess at [jhess@messiah.edu](mailto:jhess@messiah.edu) or ext. 2540, or Keith Drahn at [kdrahn@messiah.edu](mailto:kdrahn@messiah.edu) or ext. 7258, to order berries, or if you have questions. Prepayment is requested.

### **Reflection**

*If you want a quality, act as if you already had it.*

**WILLIAM JAMES**

*American philosopher and psychologist*

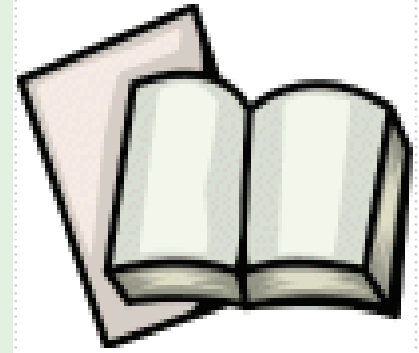
**Scroll down for attachments**

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## Faculty Services

# 2008 FALL SEMESTER WORK SUBMISSION DEADLINES



<b>May 16, 2008</b>	Coursepacks and lab manuals to be sold in Textbook Express <u>requiring copyright clearance</u>
<b>June 11, 2008</b>	Materials being placed on library reserve, classroom handouts, and Blackboard <u>requiring copyright clearance</u>
<b>July 1, 2008</b>	All lab manuals <u>not requiring copyright clearance</u>
<b>August 1, 2008</b>	Materials requiring typing, Blackboard, and document scanning services
<b>August 1, 2008</b>	Materials requiring duplicating (syllabi, handouts, exams)

**“Connecting  
with Faculty”**

**Location:** Hoffman Building—1st Floor  
**Email:** [Facserv@messiah.edu](mailto:Facserv@messiah.edu)  
**Phone:** 717-691-6023  
**Fax:** 717-691-6040  
**Web:** [www.messiah.edu/offices/faculty\\_services/](http://www.messiah.edu/offices/faculty_services/)  
**MCSquare:** Educator’s Home/  
Educator’s Quick Links/  
Faculty Services

### IMPORTANT — PLEASE READ

Our goal is to have all coursepacks/lab manuals on the shelves in the Textbook Express for students to purchase on opening day, Wednesday, August 27, 2008. It is extremely important that Faculty Services receives your materials by mid-May 2008 if you plan to create a coursepack that requires copyright clearance. Lab manuals that do not require copyright clearance should be submitted by July 1, 2008.

Faculty adherence to the above deadlines is imperative in order to meet this goal. Please note that copyright permission requests submitted after the deadline may not be granted in time for the start of the semester which will cause a delay in the production of your coursepack.

Materials submitted after the duplicating deadline will be delayed due to high volume received.

By complying with these deadlines you have reduced stress and prevented costly overtime throughout the production process. Your cooperation is greatly appreciated in an effort to ensure that Messiah students have a positive experience in purchasing their necessary course materials.



OFFICE OF HUMAN RESOURCES

## **2009 OPEN ENROLLMENT FOR BENEFITS May 6, 2008 through June 6, 2008**

**ALL FORMS MUST BE SUBMITTED TO THE BENEFITS OFFICE  
VIA CAMPUS MAIL 3015  
OR BROUGHT TO OLD MAIN RM 203  
NO LATER THAN**

**FRIDAY, JUNE 6, 2008**

**OPEN ENROLLMENT** is your opportunity to evaluate and change your benefits package. If you do not wish to make any changes to your medical, dental, vision, long term care or voluntary life plans, you do not wish to have a flexible spending account and you do not plan to waive health insurance, then you do not need to submit any paperwork. Your current elections will carry over into the 2008 plan year.

If you choose to make changes to your benefits effective July 1, 2008, **a new form is required for the following:**

1. You wish to change your benefits options.
2. You wish to add/drop a dependent or spouse to your benefits plan.
3. You wish to add or continue a flexible spending account.
4. You wish to waive health insurance.

All forms referred to in this memo may be:

1. Picked up in the Benefits Office, Old Main 203;
2. Requested via phone (ext 7085) and sent to you via email or campus mail; or
3. Requested via email ([spottiger@Messiah.edu](mailto:spottiger@Messiah.edu)) and sent to you via email or campus mail.

### **FLEXIBLE SPENDING ACCOUNTS**

**If you are currently enrolled in or wish to enroll in either of the Flexible Spending Accounts (Health Care Account or Dependent Care Account), your elections do not carry over from year to year. You must enroll annually.**

### **WAIVER OF HEALTH INSURANCE**

**If you currently receive the Waiver of Health Insurance Bonus, your election does not carry over from year to year. You must enroll annually.**

***PLEASE NOTE: An email message cannot be accepted in place of the appropriate signed forms to make changes to your benefit plans.***

## MEDICAL/PRESCRIPTION INSURANCE

Messiah College's commitment is to provide the best quality and most comprehensive health care as we are able to do for our employees. The renewal rate from Highmark after negotiations resulted in a 19.5% increase to our current health plans for the upcoming year. We had to find something more affordable so we will only have one plan: **Highmark PPO Blue**. This plan is very similar to our current base plan, except that hospitalization is covered at 100% after deductible rather than 90%. In addition, you will have the same prescription plan, but you will need to carry a separate Medco prescription card.

The Highmark PPO Blue Buy up and Base plans are no longer an option.

The new premium co-pays are listed below.

### PPO Blue Plan

Single	0.00%
Employee/Child(ren)	1.80%
Employee/Spouse	2.05%
Family	3.10%
Family (2 spouses employed at Messiah)	0.90%

All employees who are currently enrolled in the PPO Blue plans will automatically be moved over to the new plan effective July 1, 2008. If you wish to make changes to your medical coverage you must complete the forms listed below and return them to Su Pottiger.

1. Messiah College 2009 Open Enrollment Change Form
2. Highmark Blue Shield Change Form

**If you wish to drop your medical coverage, please follow the instructions under Waiver of Medical/Prescription Insurance.**

## WAIVER OF MEDICAL/PRESCRIPTION INSURANCE

If you choose to waive the medical/drug benefit, **you must complete the WAIVER OF HEALTH INSURANCE form each year with proof of other insurance in order to receive the Waiver Bonus.**

*If you choose to waive medical/drug insurance but do not submit a WAIVER OF HEALTH INSURANCE form*

*during open enrollment, you will not be eligible to receive the waiver bonus for the 2009 plan year and will be required to wait until the following plan year to elect the waiver bonus.*

If you are currently on the Waiver of Health Insurance and wish to continue, you must submit the Waiver of Health Insurance form.

If you are currently covered under the Highmark Blue Shield medical plan and wish to drop that coverage, you must submit:

1. Messiah College 2008 Open Enrollment Change Form
2. Highmark Blue Shield Change form to drop your coverage
3. Waiver of Health Insurance

## DENTAL INSURANCE

Messiah College will continue to offer the Delta Dental Premier Plan for coming year. There are no changes to the premium co-pays for the dental plan (see below). To make changes to your dental coverage you must complete the forms listed below and return them to Su Pottiger.

1. Messiah College 2008 Open Enrollment Change Form
2. Delta Dental Enrollment Change form

### Delta Dental

Single	0.00%
Employee/Child(ren)	0.30%
Employee/Spouse	0.30%
Family	0.40%
Family (2 spouses employed at Messiah)	0.15%

## VISION INSURANCE

Messiah College will continue to offer vision coverage through Davis Vision for the coming year. The cost of the Davis Vision plan has increased by 3%. To make changes to your vision coverage or enroll in vision coverage, you must complete the forms listed below and return them to Su Pottiger.

1. Messiah College 2009 Open Enrollment Change Form
2. Davis Vision Enrollment Form

The new Davis Vision monthly premiums will be:

Single	\$ 7.32/month
Two Party	\$14.64/month
Family	\$20.50/month

## FLEXIBLE SPENDING ACCOUNTS

If you choose to participate in the Healthcare Flexible Spending Account and/or the Dependent Care Flexible Spending Account for the 2008 plan year, a Flex Plan enrollment form must be completed and returned.

**FLEXIBLE SPENDING ACCOUNT ELECTIONS DO NOT CARRY OVER FROM YEAR TO YEAR. A NEW FORM MUST BE COMPLETED ANNUALLY.**

The Flexible Spending Accounts run from July 1, 2008 through June 30, 2009. There will continue to be 2 ½ month grace period to incur expenses eligible under the Healthcare Account. **The 2 ½ month grace period has also been added to the Dependent Care Account.** You have ninety (90) days after the end of the plan year to submit receipts for the plan year.

The Benny Card will be offered again this year. It is a preloaded MasterCard debit card which will allow you to pay for certain eligible healthcare account expenses upfront if the provider accepts MasterCard rather than paying them out of pocket and submitting a claim. The cost to voluntarily participate in this benefit is \$18.00 a year which is taken directly from your pre-tax contributions.

**IMPORTANT NOTE: THE IRS REQUIRES THAT YOU SAVE ALL OF YOUR RECEIPTS WHEN USING THE BENNY CARD. FLEX-PLAN SERVICES WILL SEND YOU AN EMAIL EACH MONTH THAT YOU HAVE USED THE BENNY CARD FOR ITEMS WHICH REQUIRE THE SUBMISSION OF RECEIPTS. FAILURE TO SUBMIT THE REQUESTED RECEIPTS WILL RESULT IN THE BENNY CARD BEING DISABLED UNTIL YOU PROVIDE THE APPROPRIATE RECEIPTS OR REIMBURSE FLEX-PLAN SERVICES FOR ANY UNDOCUMENTED PURCHASES.**

## VOLUNTARY LIFE INSURANCE

If you would like to enroll in voluntary life insurance, you may do this by completing the enrollment form which can be emailed to you upon request. *Please remember: There is no guarantee of coverage under this plan. You will be notified directly by We-Enroll of the status of your application.*

If you are enrolled in voluntary life and choose to change the amount of your current insurance, you may do this by completing the appropriate form. *Please remember: There is no guarantee that increases to current voluntary life coverage will be approved. You will be notified directly by We-Enroll of the status of your request.*

## LONG TERM CARE INSURANCE

1. If you wish to enroll in long term care coverage, please contact the Su Pottiger at extension 7085. An enrollment packet will be forwarded to you. *Please remember: There is no guarantee of coverage under this plan. You will be notified directly by CNA of the status of your application.*
2. If you are enrolled and wish to make a change to your coverage, you may do this by completing the appropriate form. *Please remember: There is no guarantee that increases to current Supplemental Life Insurance will be approved. You will be notified directly by CNA of the status of your request.*

## AFLAC PERSONAL ACCIDENT INDEMNITY PLAN

## AFLAC PERSONAL CANCER INDEMNITY PLAN

Messiah College will continue to offer employees the opportunity to purchase the following insurance through our regular benefits program:

- Aflac Personal Accident Indemnity Plan
- Aflac Personal Cancer Indemnity Plan

These plans are available to all employees who are scheduled to work at least 1040 hours each year.

In the case of an accident, the Aflac Personal Accident Indemnity Plan provides cash benefits directly to you when you or a covered member of your family receives treatment for an accident or is dismembered or passes away due to an accident regardless of any other insurance you may have.

The Aflac Personal Cancer Indemnity Plan provides cash benefits directly to you when you or a covered member of your family has been diagnosed and receives treatment for cancer. The purpose is so that you can use the money for any purpose, including helping with paying:

- Rising deductibles and co-payments.
- The extra cost of going to a medical provider not on your approved network.
- Charges beyond what is reasonable and customary.
- Travel-related expenses for treatment, including airfare, hotels, and meals.
- Everyday living expenses like mortgage (or rent), car, groceries, and utilities.
- Lost income, particularly if the healthy spouse has to leave work to care for the recuperating one.

The Aflac Personal Accident Indemnity Plan offers two levels of coverage. The Personal Cancer Indemnity Plan offers three levels of coverage. Premiums for the plans will be deducted from your pay on a pre-tax basis.

If you would like to receive information about the Aflac Personal Accident Indemnity Plan or the Personal Cancer Indemnity Plan please contact Su Pottiger.

In order to enroll in these plans you will need to meet with an Aflac representative for 5 – 10 minutes. Please contact Su Pottiger at x7085 to make an appointment to meet with the Aflac representative.

Please feel free to contact  
Su Pottiger at  
Extension 7085  
if you have any questions.

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**All forms must be submitted to the Benefits  
Office via campus mail box 3015 or brought to  
Old Main room 203  
No later than:**

**FRIDAY, JUNE 6, 2008**

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**If forms are not received by June 6, 2008, you will not be able to make changes to your benefits until the next open enrollment period in 2008 unless you experience a qualified family status change.**

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**If you are making no changes to your medical, dental, vision, long term care or voluntary life insurance, you do not wish to have a flexible spending account and you do not plan to waive health insurance, then you do not need to submit any paperwork. You will be moved to the Highmark PPO Blue plan and the remainder of your current elections will carry over into the new plan year.**



## *Discount Tickets*

In conjunction with Purchasing, Human Resources is making Hersheypark discounted tickets available for employee purchase. These tickets can be used any time during the regular season which ends September 27<sup>th</sup>. Pre-purchased tickets offer faster admittance to the park as well as admittance on the evening prior to your visit. Until we can gauge the extent of this program we will limit tickets to employees and their families. To ensure ticket availability, please contact Purchasing by email two weeks prior to your park visit.

### **Program Details:**

Tickets available for purchase through Purchasing:

Regular Admission (ages 9-54)      **\$31.50**

Compared to:

At the gate:      \$47.95

At Giant:      \$36.95

Available only through prior arrangement with Purchasing:

Junior (ages 3-8)      \$23.00

Senior (ages 55 – 69)      \$23.00

Senior + (70 and over)      \$18.95

Preview Plan: Pre-purchased tickets include entrance to the park for the 2 ½ hours prior to closing the evening before your park visit. Pay to park that evening and the next day's parking is free.

### **How to Purchase Tickets:**

Contact Purchasing, preferably two weeks in advance, by email regarding your ticket needs. Purchases of Junior or Senior tickets require advance arrangement as we will not initially stock these.

Pick up tickets in Purchasing between the hours of 8 – 11 a.m. or by prearrangement. Payment is due at time of purchase; cash or check, made out to Messiah College, are both acceptable.

Questions about this program may be addressed to Kathy Castonguay, Human Resources.



OFFICE OF HUMAN RESOURCES

### Summer Dress Policy

Beginning Tuesday, May 27, 2008 during regular work hours, business casual dress will be permitted Monday through Friday. Business casual dress, although not formal, is still professional attire. Therefore unless otherwise stipulated the following casual attire is consider inappropriate in the workplace: jeans, shorts, bib overalls, halter tops, beachwear, work-out attire, tank tops, tee-shirts, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. In addition, we ask that you not wear athletic shoes, flip-flops/thongs, or slippers.

Supervisors have the responsibility to ensure that employees within their work area dress appropriately. This includes the authorization to deny “business casual” dress based upon departmental function or the clientele who will be on campus.

Departments who typically require a uniform will continue to require a uniform. Supervisors of such departments may amend the uniform policy as deemed appropriate by the department head and division Vice President/Provost.