WELCOME
TO THE 2019-2020 ACADEMIC YEAR

This newsletter contains important information for you to be aware of as we begin the new academic 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 your colleagues in Human Resources & Compliance.

Can you find the hidden mascot in the newsletter?

Report the location of the Messiah Falcon to humanres@messiah.edu by Sept 6 to be entered in a prize drawing.

UPCOMING TRAININGS & EMPLOYEE EVENTS

September 2019
  • Stop the Bleed
  • Administrative Support Staff Meet & Greet
  • Info on Brown Bag 'Power Lunches' coming soon!

October 2019

November 2019
  • Supervisor Series

December 2019
  • Employee Christmas Event

January 2020
  • Messiah Professional Women's Forum

February 2020
  • Summer Job Fair for Student Employment

April 2020
  • Student Employee Appreciation Week

May 2020
  • Employee Recognition Event

Details for each event will be posted on the HR Website under 'News and Events' and in the Intercom
Understanding your benefit plan provisions and features
Untangling insurance claims
Finding qualified doctors and hospitals
Navigating healthcare issues
Assisting with eldercare issues

Did you know that you can price shop for prescriptions?

From time to time, drug manufacturers offer special programs to reduce the cost or even provide certain prescriptions at no cost. Below are a few websites you can use to search for lower prices. By price shopping, you may be able to get the prescription for even less than your normal insurance co-pay. Visit the website and search for your prescription to see how you can save!

www.goodrx.com
www.wellrx.com
www.singlecare.com

Do you know someone who would make an excellent employee?

The Employee Referral Bonus Program provides a cash incentive of $300 for employees who provide referral assistance that leads to the successful hiring of qualified staff, administration, or full-time faculty.

For full program guidelines, please visit: https://www.messiah.edu/employee-referral
As we work to enhance our campus climate, please read the report provided by our colleagues from Penn State University. These colleagues, who came to campus this past Spring, did a deeper dive via focus groups and through online methods to gain additional insights from our faculty, staff, and students into the priorities identified from our 2017 Campus Climate Survey.

Penn State's report entitled: “Parsing the Priorities: A Qualitative Exploration of Campus Climate at Messiah,” is available through the Campus Climate webpage at:
https://www.messiah.edu/info/21066/assessment/3771/campus_climate_survey

Please continue to check the Campus Climate site for regular updates on the progress of our efforts.

The Community Discount Program provides employees with 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

Special Discounts just for you!

Environmental HEALTH & SAFETY

“Environmental, Health & Safety Information for a New School Year” will be sent as an attachment in a mass email on Thursday, August 29th. 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. This replaces the weekly emails that have occurred previously during the first two months of the new school year. If you have any questions or would like a hard-copy of the information, please contact Donna Fink (dfink@messiah.edu or ext. 5038). This resource is also available throughout the year on FalconLink.

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.

Follow Messiah College Human Resources
If you see a crime or suspect violence is occurring on campus, call 911. (Dial 9+9-1-1 from any campus phone). 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)**
- **Student Affairs (ext. 3200)**

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. Athletic camp employees must also notify the US Center for Safe Sport by calling 720-531-0340.

Please note: This mandate also applies to Messiah College students under the age of 18, as they are considered minors under state law.

**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.**

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**Are you prepared for an emergency on campus?**

**Make sure your personal information in FalconLink is up-to-date!**

Go to the Personal Information tab in the self-service main menu and update:
- Emergency Contacts (Employee)
- Cell Phone information (View and Maintain Cell Phone Info)

Don’t forget to click the “Update” button on the cell phone page to save your information.

Also, don’t forget to sign up for the College text alert system. Details and instructions can be found here: [https://www.messiah.edu/text-alert](https://www.messiah.edu/text-alert)

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**Stop the Bleed** is a national awareness campaign and call-to-action. Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives.

- Training will be offered on **Thurs, Sept 26** to all employees and students.
- One-hour sessions will be held in Hostetter Chapel at 1:30, 2:45 and 4:00.
- Pre-registration will be required.
- Information will be sent in a mass email and posted in the Intercom.