

Communicator

NOVEMBER 2011

New Policy Approved—Prizes and Awards

To assist with confusion that sometimes arises around IRS regulations, a policy was developed and approved regarding prizes and awards that employees sometimes win through college sponsored raffles and contests.

In accordance with IRS regulations, prizes and awards from the college are taxable at the prevailing supplemental rate to the employee receiving the benefit. These include, but are not limited to, retail

establishment gift certificates or debit cards with cash equivalency, or items over \$100 in value purchased by the college for award or raffle. The value of the prize or award will be added to your paycheck.

De minimis fringe gifts, as defined by the IRS, will not be added to an employee's paycheck. These include, but are not limited to, food and beverages provided at meetings and parties, certificates and merchandise from the

College Bookstore, occasional tickets to entertainment or sporting events, and gifts in value of less than \$100. De minimis gifts are unusual in frequency and may not be converted to cash.

All departments providing prizes and awards are reminded of their obligation to notify the payroll office so the College may comply with IRS regulations.

If you have questions regarding this policy, please contact:

Online Enrollment Reminders

You may make your annual enrollment elections online beginning Monday, November 7th and ending on Tuesday, November 22nd. To access the online enrollment system you need to sign on to the Garnet Gateway and then click on the Annual Enrollment link on the Employee Menu.

Detailed information can be found on the Human Resources website by clicking on the 2012 Benefits Information link under the Benefits tab. You should have received a 2012 Benefits

Enrollment Guide which included a list of Annual Enrollment meetings as well as open lab times to assist you in completing your online enrollment.

If you wish to contribute to the Healthcare or Dependent Care Reimbursement Accounts you must make a new election. If you wish to make changes to your life insurance elections you will need to contact either:

Ken Emerson
kemerson@bates.edu
786-8271
or
Brenda Sawyer
bsawyer@bates.edu

786-6176

If you do not participate in the Reimbursement Accounts and you want to keep your other benefit elections the same we still ask that you complete your enrollment online. It can be done in 4 easy steps as follows:

- Sign on to the *Garnet Gateway*
- Go to *Employee Menu* and click *Annual Benefits Enrollment*
- Click on *Start Enrollment*
- Click on *Complete*

This year you will receive an email notification once you have completed your

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Walk Softly, Walk Safely

Ray Potter, Environmental Health and Safety Manager, Human Resources



We've experienced our first, uncharacteristically early, taste of winter weather already. While we have no way of knowing, with any certainty, what the coming season will bring, it seems reasonable to assume there will be precipitation and lower temperatures. With these conditions we will be challenged in our daily efforts to get around. So it's time for the "How to Walk" reminder.

Wear shoes with less slippery soles...no plastic or leather. Better yet, use YakTrax over shoes or boots.

Stay on cleared, maintained paths. Sanded and salted walkways will refreeze overnight, or even during the day if temperatures drop; continue to use caution even on maintained paths.

Take shorter than normal steps and move more slowly. Shuffle. (Allow yourself a little more time to travel.) Bend slightly, walk flat-footed with your center of gravity directly over your feet.

Be ready to fall. You're better off in a roll, landing on your thigh, hip and shoulder rather than trying

to break your fall with an arm (unless you have had hip issues or shoulder issues). Relax as you fall. Bend your back and head forward slightly to avoid slamming your head if your feet slip out from under you. Heavy winter coats can offer some protection.

Try to avoid uneven surfaces, icy curbs or stair edges. Use handrails when available. Use your vehicle for support when exiting onto a potentially slippery surface.

Where to get YAKTRAX

Jim Guzelian, Environmental, Health and Safety Specialist, has been maintaining a limited supply of Yak Traks for folks who want to improve traction. They cost \$25 and come in small, medium and large. Give Jim a call at 786-6413 or e-mail him at jguzelia@bates.edu

2012 Holiday Schedule Announced

New Year's Day - Monday, January 2, 2012
 Memorial Day - Monday, May 28, 2012
 Independence Day - Wednesday, July 4, 2012
 Labor Day - Monday, September 3, 2012
 Thanksgiving - Thursday, November 22, 2012
 Recognition Day - Friday, November 23, 2012
 Christmas Eve - Monday, December 24, 2012*
 Christmas - Tuesday, December 25, 2012

Staff Appreciation Days - Wednesday, December 26, 2012 through Monday, December 31, 2012

**An extra day on Monday, December 24th has been approved for a total of 12 holidays*

Who do we call in an emergency?



If something happens to you while you are at work and we need to notify someone or contact someone who can act on your behalf, who do we call? Please go to the Garnet Gateway, go to the Personal Information menu and update your emergency contacts. **Help us to help you in the event of an emergency.**

Dates of Interest in November

- 10th Monthly and Bi-Weekly Pay Date
- 22nd Annual Enrollment Closes
- 23rd Bi-Weekly Pay Date

Don't forget to check the fall training calendar on the Garnet Gateway for a schedule of upcoming classes!

Use It or Lose It!

331 Employees May Lose Personal Time

Shirley Govindasamy, Payroll Manager, Human Resources

That's right! There are 331 employees who still have unused personal time on the books for calendar year 2011. Personal days do not carry over into the next calendar year—they will disappear once the December holiday starts. (It's kind of like having our own in-house GRINCH.)

Make plans now to schedule some personal time. Use the time to do some holiday shopping or for some scheduled rest and relaxation. Personal time is a benefit that you should utilize.

Please try to schedule your personal time in advance so that department schedules can be adjusted (this is the nice thing to

do). With 331 days outstanding, there are many others who also need to use their time—coordinating this time off within your department is critical.

Your leave balances can be found on the Garnet Gateway under the Employee Menu or on your last paystub. Remember: Use it or lose it!

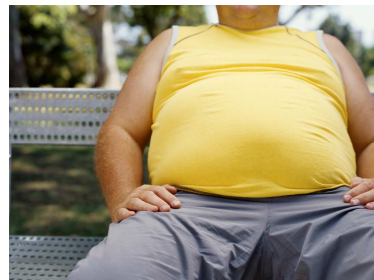


What is the hub-bub about core?

The core muscles also make it possible to stand upright and move on two feet. These muscles help control movements, transfer energy, shift body weight and move in any direction. A strong core distributes the stresses of weight-bearing and protects the back. Core conditioning exercise programs need to target all these muscle groups to be effective.

Abdominals get all the credit for protecting the back and being the foundation of strength, but they are only a small part of what makes up the core. In fact, it is weak and unbalanced core muscles that are linked to low back pain. Weak core muscles result in a loss of the appropriate lumbar curve and a swayback

posture. Stronger, balanced core muscles help maintain



appropriate posture and reduce strain on the spine.

A strong core improves athletic performance; the muscles of the trunk and torso stabilize the spine from the pelvis to the neck and shoulder, allowing the transfer of power to the arms and legs. All powerful movements originate

from the center of the body out, and never from the limbs alone. Before any powerful, rapid muscle contractions can occur in the extremities, the spine must be solid and stable and the more stable the core, the more powerful the extremities can contract.

A strong core improves postural imbalances; training the muscles of the core helps correct postural imbalances that can lead to injuries. The biggest benefit of core training is to develop functional fitness; the type of fitness that is essential to daily living and regular activities.

Does your exercise program include core work?

2012 Cost of Living Adjustment for Retirement Announced

The 2012 cost of living adjustments related to retirement plans have been announced by the Internal Revenue Service (IRS). Many of the pension plan limits have increased. If you would like to change your 403(b) contributions, please visit the human resource office.

- Maximum 401(k), 403(b) pre-tax deferral limit: \$17,000
- Catch-Up Contributions for participants age 50+: \$5,500

Everybody Has A Story—Nancy LePage

Amie Parker, Employment Manager, Human Resources



The story of a journey from Canada to Lewiston is familiar to many residents of this area and is one that Nancy LePage can relate to as well. Born in St. John, New Brunswick, Nancy recounts an upbringing in which she balanced on the edge of two worlds—one defined by her French heritage and one in which she was exposed to the Irish customs of her childhood school friends. Nancy's father was a steam ship checker in the port city of St. John and her mother and father ran a beauty parlor out of their home. When Nancy's mother became sensitive to the chemicals used in her profession, the family decided to immigrate to the United States in search of other opportunities.

Lewiston at age seven and while she understood French, she initially struggled with the classes that were conducted half days in French and half days in English. The nuns at her school paired her with a classmate who was experiencing similar challenges and she notes that after a year, she was fluently bilingual. The things that stand out most in her mind about her school experiences were that boys and girls were schooled separately and that she took a wooden school bus to school every day! She went on to attend Bliss College in Lewiston (formerly located at what is now Albert and Burpee Funeral Home) until she got married and began raising her son and daughter.

started school, she returned to the workforce as a bookkeeper at E.A. Bushmann in Lewiston and worked there for over seventeen years. She joined the Bates community in 1997 and hasn't looked back. She enjoys her position at Bates and points to her relationships on campus as what she appreciates most about being here. She currently works in an academic year role for the Dean of the Faculty's Office, which allows her to spend the summers at her camp in Wayne, ME and with her five grandchildren and 1 great grandchild. Nancy told me that she "enjoys being happy and making others happy when [she] can." If you've spent any length of time with Nancy in her tenure at Bates, you will know this to be true!

Nancy arrived in When Nancy's children

Welcome to the Bates Community

Thomas Dodge
Physical Plant

Jason Haigh
Dining Services

Ann Sutton
Office of College Advancement

Duane Dumont
Dining Services

Kyle Matthews
Security and Campus Safety

Sara Eddy
Office of College Advancement

Christopher McHugh
Physical Plant

