Worker’s Compensation Program Enhanced

H uman Resources and the Business Office are pleased to announce two new enhancements to the College’s Workers’ Compensation program. These enhancements - an affiliation with an occupational health specialist and a formal transitional return to work program - are intended to further the College’s commitment to ensuring that employees who are injured on the job receive prompt top quality health care as well as the internal support needed to return to work quickly and safely.

Occupational Health Services
In order to ensure that our employees receive the best possible care in a timely manner, the College has entered into an agreement with Board Certified Nurse Practitioner Doris Raymond, an expert in the occupational health field. Ms. Raymond has worked for over eleven years in occupational health for a variety of organizations including BF Goodrich, Fletcher Allen Health Care, and Vermont Occupational Acute Care, in addition to providing care in the emergency rooms at both Porter Hospital and Rutland Regional Medical Center. Ms. Raymond works in collaboration with Dr. George White, who is Board Certified in Occupational Health. She has Middlebury office space conveniently co-located with Long Trail Physical Therapy on Exchange Street, as well as in the Vergennes Long Trail location.

Ms. Raymond is working closely with Human Resources and department managers to understand the work requirements for various jobs here on campus. Beginning November 1, 2007, employees who need to seek (non-emergent) (Continued on page 3)

Attention Benefits-Eligible Employees
The annual benefits open enrollment process for the 2008 plan year will be conducted electronically, using Banner Web. During the first few days of November please watch for an e-mail from Human Resources which will provide important information about the open enrollment process, including: instructions, a link to Banner Web, details about 2008 medical and dental premiums, as well as plan updates. Remember, all benefits-eligible employees are required to complete the open enrollment process each year. Employees who are unfamiliar with computers and need assistance using the Open Enrollment program in Banner Web can contact Human Resources (ext. 5465) for an appointment. Please note that the deadline for completing open enrollment will be Friday, November 16.

Midd Blurbs
Extended December Break
President Liebowitz announced last week that the College’s usual December break will be extended this year. Because Christmas Eve, December 24, falls on a Monday, our break will begin at the close of business on Friday, December 21 and run through Tuesday, January 1 (New Year’s Day).

Employee Ski Day Saturday, December 15
Mark your calendars! An Employee Ski and Snowboard Day is scheduled for Saturday, December 15 at the Snow Bowl. There will be free lift tickets for College employees and their immediate families, as well as special prices on rental packages and lessons with Snow Bowl Ski School staff. Look for details in the November 16 MiddPoints.

Hirschfield International Film-Video Series
The films are presented Saturdays, at 3 p.m. and 8 p.m., in Dana Auditorium. Admission is free.

Coming up are:
• November 3: The Last King of Scotland (UK, 2006).
• November 10: Army of Shadows (France, 1969). In French with English subtitles.

For information about these movies and others in the series, see the full listing at: www.middlebury.edu/academics/ump/majors/filmvid/hirschfield/

MiddPoints is online!
Go to Human Resources, then click on MiddPoints.
Dining Services pitches in with pizzas for emergency workers at train wreck

When a Vermont Railways train derailed in Middlebury last Monday afternoon, students were on midterm recess and only one dining hall, Ross, was operating.

But that didn’t stop Dining Services from making and delivering 80 pizza pies, 150 salads, two bushels of apples, and 35 gallons of hot and cold beverages to the train wreck site for the 11 fire departments and several law enforcement agencies that had personnel on the scene.

Director of Dining Services Matthew Biette applauded the dedication of Dining Room Manager Brent Simons, Chef Chris Laframboise, and Cook Tim Whitney who stayed past 10 p.m. to make pizza after pizza, dress the salads, brew the coffee, and pack it all up with plates, forks, and napkins.

As one firefighter told the College, “Without the hot meals that [Dining Services] delivered, Monday night would have been much more challenging for the many first responders who came to support Middlebury in its hour of need. Those pizzas really kept us going. We thank the College for the selfless work of the folks in your dining hall.”

Matthew Biette also thanked the Monday night Ross staff of Morgan Brunell, Chad Carpenter, Dwight Christian, Addie Cleveland, Terry Derrick, Molli Freeman-Lynne, Nikki Greenberg, Sheila Huestis, David Parker, Al Plue, Michael Thomas, Kali Tubbs, and Darren Zeno.

“Everyone rose to the occasion,” said Biette, “including the students who were patient and very helpful.”

A Winter Clothing Closet Thank You!

Thanks to all of the generous donations that were collected from the College community, the annual Winter Clothing Closet was a great success. The doors of the event opened on October 17th with a surge of students eager to find warm clothing and layers to help keep warm during our very cold Vermont winters.

The 2007 Winter Clothing Closet benefited more than 100 first-year students and many students from other class years. In total, 167 undergraduates (112 U.S. and 55 International students) attended the event.

“The students appreciated your contributions. They were in search of sweaters, jackets, blankets, boots, hats, scarves and mittens — any items that would provide extra warmth and protection during the coming months. Students who were able to attend in the first few hours found the items they were hoping for, but as the day went on it became more difficult to satisfy every student. The majority left with at least one or two items that will provide extra comfort and warmth. The items remaining at the end were donated to local farm workers and Neat Repeats.

The Winter Clothing Closet began years ago when the Residential Life Office organized an event to provide some basic winter items to the new international students who had never experienced winter. Over the years, it has become a venue for all students, especially those on a limited budget, to help them through the cold weather. Many members of the College community support the event—from individuals who contribute, to student and community volunteers who assist, to services on campus that help with event details, to offices that co-sponsor the event as a donation drop box location. We especially want to thank the International Students’ Organization (ISO), the Commons Residential Advisers (CRAs), all the offices that had a donation box, Facilities Services, and Tammy Grant in the C-CAL office.

Without the generous donations and support from the Middlebury College Community, this event would not have been possible. Thank you for your support and for sharing your no-longer-used winter clothing and gear with students who are now enjoying your donations.

~ Kathy Foley-Giorgio, Jennifer Havlick, and Kaye-Lani Laughna, International Student and Scholar Services (ISSS) and the Office of Institutional Diversity

Robert Keren
Worker’s Compensation Enhancements, ctd. from pg. 1

When an employee is injured on the job, Ms. Raymond will quickly see the employee to determine the extent of his/her injury, provide treatment and instructions for care, identify work restrictions (if any), as well as make referrals to specialists and/or for diagnostic testing, if necessary. Should referral to a specialist be necessary, Ms. Raymond will continue to provide support to the employee by helping to coordinate and manage the on-going medical care. With her extensive background in occupational health and her knowledge of the jobs here at the College, she will be able to clearly communicate with both the employee and with Human Resources regarding the tasks an employee can and can not safely do. When an employee is unable to return to his or her regular job, Ms. Raymond will help us to coordinate any “light duty” or transitional work (see below) that may be necessary. Billing for her services will be made directly to the insurance company or the College, reducing paperwork for injured employees.

Transitional Return to Work Program

The second Workers Compensation program enhancement is the formation of a formal Return To Work Transitional Duty Program (RTWTDP), to be administered by Human Resources. The goal of this program is to identify opportunities for employees who have suffered on-the-job injuries to return to work as quickly as medically advisable. Prompt return-to-work is in the best interest of the employee, since worker’s compensation pays only 2/3 of an employee’s normal wages, and studies show that most employees suffer less stress and recover more quickly from injuries when they return promptly to productive work.

The RTWTDP program allows HR to identify opportunities for injured employees in other areas of the organization, when appropriate work is not available in the employee’s home department. Under the program, Patty Saunders in HR will work closely with our occupational health specialist, the injured employee, the HR generalists, and managers to try to identify and coordinate these light duty or transitional assignments on campus.

The College has long strived to make Middlebury a place where employees can work safely and without injury by providing a variety of safety and other training programs, personal protective devices, and ergonomic programs. We are excited to add the occupational health specialist and transitional return to work programs to further support employees in the unfortunate event that an on-the-job injury does occur.

If you have questions about these new programs, please contact your HR Generalist, or Patty Saunders or Cheryl Mullins, by calling ext. 5465.

What to do if you are injured at work:

To receive medical care for a non-emergent worker’s compensation injury, an employee should first contact Human Resources to report the injury (preferably by coming to HR, if possible).

The Disability/Leave Coordinator, Patty Saunders, or an HR Generalist will arrange for the employee to be seen by Doris Raymond, our occupational health specialist, within 24 hours.

In the event of a true emergency, an employee should not stop to contact HR but should be taken to the emergency room as soon as possible and the employee’s supervisor (or co-workers if the supervisor is not available) should contact HR.

Pre-Season Tune-Up Specials at the Snow Bowl!

Get your skis or snowboard tuned up and ready for the season for only $25! Until Dec. 19 a stone grind and hot wax is $25, a 44% discount! That wax allows skis to turn easier and glide better. A quick edge and hot wax is only $15, and binding torque tests are only $15 too. The Bowl ski shop will be open for drop off and pickup from 8:00-4:00 on weekdays only from Nov. 20 until the Bowl opens for the season, and seven days a week from opening day through Dec. 19. For more information, call 388-4356 and ask for the ski shop.
New Employees

Jessica Allen
Assistant Director of Annual Giving
College Advancement

Ashley Calkins
Alliance for Civic Engagement

Laurie Celik
Gift Planning Administrator
College Advancement

Jay Chandler
Kitchen Utility Worker
Atwater Dining Services

Virginia Davidson
Administrative Coord.
Middlebury-Monterey Language Academy

Stephen Diehl
Assistant Director of Public Affairs Communications

Jerry Germain
Kitchen Utility Worker
Atwater Dining Services

Kaye-Lani Laughna
Coordinator
International Student/Scholar Services

Tim Mosehauer
Career Counselor/Resource Coordinator,
Career Services Office

Naomi Neff
Assist. in Academic Admin., Math and Women's & Gender Studies

James Otis
3rd Cook
Atwater Dining Services

Marla Wright
Custodian
Facilities Services
Date Added for One-on-One Counseling with TIAA-CREF Representative: Erik Moreau, the College’s TIAA-CREF consultant, will be on campus on Tuesday, November 27, for individual counseling. Visit the HR Website to make an appointment.

Brown Bag Luncheon: There are only a few spots left for the November 7 presentation of “Caring for Your Elderly Relative” from noon to 1 p.m. E-mail laroten@middlebury.edu or call x2012 to sign up.

Informational Numbers to Know
• 211: Courtesy of the United Way of Vermont, you can dial “211” to access non-profit and government service providers. It is a free call available from 8 a.m.–8 p.m. Monday through Thursday and 8:30 a.m.–4:30 p.m. Friday throughout Vermont. You can dial 211 and get the number you want even if you aren’t completely sure of the organization you are looking for. Also find them at www.vermont211.org.
• Senior Helpline: 800-642-5119. Your call to the Senior Helpline will be answered by a person from your local Area Agency on Aging (AAA). This is a one-stop shop for any questions specific to elders: Meals on Wheels, who do I call for what, Medicare Part D… The people at your AAA either have the answers or know who does.
• Vermont Assistive Technology Project: 800-750-6355. They have wonderful devices to help the elderly adapt to the challenges of change. From issues of sight to accommodations for opening containers, they’ve got the stuff. There is even a lending program so you can try things out. Their website is www.dai.state.vt.us/atp.

(Information taken from “Informational numbers to know,” in the “Aging in Place” column by Scott Funk, Rutland Daily Herald, October 10, 2007)

Middlebury History
25 years ago ● John Craven, professor of economics, received 4% of the vote in his bid to become Vermont State Treasurer as a member of the Liberty Union Party. College Treasurer Carroll Rikert announced his retirement effective June 30, 1983.

10 years ago ● The International Student Organization met with Dean of Enrollment Planning Mike Schoenfeld and International Recruitment Coordinator Barbara Marlow to explore ways to expand the College’s international student body. The National Park Service named Old Stone Row to the National Register of Historic Places. The Mathematics Department won the 20th annual Green Chicken Contest, a math competition versus Williams College.

5 years ago ● The Air Conditioning Prioritization and Review Committee was formed including Kristen Anderson, Michael Geisler, Ann Hanson, Nan Jenkins-Joy, Michael Katz, and Mike Moser. Hieu Nguyen ’92 and Nicole Wilkerson ran in the Greater Hartford (CT) Marathon and qualified for the Boston Marathon.

Notice of Change in Payroll Deadlines for Thanksgiving Holiday
To accommodate for the short work-week during the week of Thanksgiving, a few changes have been made regarding time entry/approvals and paycheck distribution. This change in the time entry deadline is critical to the early payroll processing. Please review the new schedule below:

• Deadline for submitting/approving time - Friday, 11/16/07, 12:00 p.m. (includes Web time entry, paper timesheets, student timecards and ALL approvals).

• Paychecks and direct deposits issued - Wednesday, 11/21/07 (Facilities Services and Dining checks will be distributed to supervisors on Wednesday morning. All other departments will have their checks delivered through campus mail).

• Paychecks and direct deposits dated - Wednesday, 11/21/07.

Please inform all your staff of this change in the payroll schedule. Thank you.

~ Karen E. Carpenter
on behalf of Payroll/Human Resources

Have a Story Idea?
If you’ve enjoyed reading about featured colleagues and would like to suggest a person or department that would make an interesting article for MiddPoints, please let the editor know by e-mailing middpoints@middlebury.edu.
For Sale: 2 Cooper Weathermaster Tires. S/T2- 215/70/r15. $30 for both. Contact Dean Mandigo at mandigo@middlebury.edu or 352-4577.

For Sale: 4 Bridgestone steel-belted all-season radial tires. P185/70/R13. Mounted and balanced on Subaru rims w/ hubcaps. Almost new (used only February-March 2007). Asking $250 obo. Call x5862 or e-mail connors@middlebury.edu.

For Sale: One used Thermatruke Metal Exterior Door. 6’10” h x 4’5” w. With Sidelite, $25. Two Crestline Casement Windows. 3’0”-3’0”, $20 each. Contact Dean Mandigo at mandigo@middlebury.edu or 352-4577.


For Sale: Oak (possibly veneer) corner hutch. Etched glass door, country style. You pick up in Middlebury. $300. Call Janine at 989-1630.


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