

Job Fair is February 27

The annual Job Fair, sponsored by Human Resources, will take place February 27 in Commonwealth Hall (formerly the Cafeteria).

Between 9 a.m. and 7 p.m., you can meet with representatives from all over Colonial Williamsburg. Each representative will have a booth set up so that supervisors can meet with prospective employees and interested persons.

Approximately 100 job vacancies exist in CW at this time. Available jobs will be posted as well as opportunities for spring employment.

Twenty-one departments will be represented at this year's job fair. This is a wonderful chance for informational interviews--our interviewing staff will be on site--for employees who are considering a switch or want to learn about other departments.

VITA = Volunteer Income Tax Assistance

Federal and state income tax forms prepared *free!* Call ext. 7326. Volunteers are trained and available to help you!

Allocated Tips may be income

All tips you receive are taxable income and are subject to federal and state income tax. You must include in gross income cash tips you receive from direct sales, tips from charge customers that are paid to you by your employers, and your share of any tips you receive under a tip-splitting arrangement (waiters/waitresses to bus persons/bartenders, etc.).

Tips of \$20 or more that you receive in a month while working for any one employer also are subject to withholding for social security.

Your CW retirement and workers' compensation benefits will be affected by the tips you claim/report. Because these benefits are calculated based on recorded gross income, reporting your tips may increase the amount of money you will be eligible to receive.

Tips are allocated by employers, who compare the total of all tips reported by the employees with eight percent of the establishment's total food and beverage receipts. If records show that the total tips reported by the employees fall below the applicable percentage, the employer is required to allocate the difference between the two amounts among those employees who receive tips, and report the difference to the IRS.

Employees who are found to owe allocated tips and did not claim them on their federal return will pay a 50 percent penalty in addition to the tax and social security owed.

If you have any questions, IRS publication #1244, *Employee's Report of Tips to Employer*, and #531, *Reporting Income From Tips*, should answer your questions. You can get these publications by ordering them directly from the

IRS. Publication #1244 can be obtained from Stationery/Supplies in the basement of the Motor House.

If you need assistance, call the VITA line, ext. 7326.

A letter from a young visitor...

The following essay on Williamsburg comes to us from eight-year-old Anoma Nellore from Bel Air, MD. We have printed it "as is" and have made no corrections:

Williamsburg

My family and I reached Williamsburg. Walking outside made me feel like an 18th century girl. The capitol building was massive. There George Washington and Thomas Jefferson roamed and made the American Revolution.

Ladies' hoops sticking out, bonnets and mob caps everywhere - vests, waistcoats, hats, and breeches being made at the millinery!

Blacksmiths hard at work, shaping iron rods, the music teacher practising for a recital, the cabinet maker carving mahogany tables, the governor's spirit resting in his palace awaiting another ball, the wig maker busily curling her wigs, taverns serving exquisite food, madrigal songs being sung, wreaths decorated with crab apples, regal horses trotting down the Duke of Cloucester Street - these moments and others make up Williamsburg during Christmas.

The End

Moving up, moving in...

Liz Grainer has assumed the responsibilities of director, Retail Operations and Historic Area Stores, Products. In addition to directing the operation of the Historic Area Stores, she will coordinate retail policies and procedures and manage the staff support for our retail businesses.

Marina Ashton has been promoted to director, Museum Stores, Products. She will be responsible for the two Craft Houses, The Sign of the Rooster, the Visitor Center Bookstore, and the shops at the Wallace Gallery and Carter's Grove.

Rita Joyner has been promoted to director, Gift Shops, Products. She is responsible for our four hotel gift shops, the shops at the Golden Horseshoe and the Tazewell Club, The Little Patriot and our shop at the Jefferson Sheraton Hotel in Richmond.

Jess Behringer has been promoted to director, Williamsburg Shops Program, in the Products division. In his new capacity, Jess will be responsible for the joint program of our licensed manufacturers and CW which directs the 95 Williamsburg shops as well as showrooms in Atlanta and High Point.

Conny Graft has been named acting director of Interpretive Education and Planning, HAPO. In her new position, Conny will be responsible for administration and development of interpretive training for HAPO personnel. She will continue to coordinate interpretive planning for Historic Area programs and is responsible for developing all visitor survey programs and data for the Historic Area.

Chuck Trader has been named general manager of the Commissary/Laundry (CWHPI), replacing Gene Liberati, who retires in April. Chuck will oversee all operations in the Commissary and Laundry facilities.

Evelyn Cassidy, Media Relations, External Affairs division, has been named manager of News and Information Services, succeeding Susan Bruno. Evelyn will concentrate on the print media.

James Bradley has been named manager of Radio and Television Services, succeeding Evelyn. He will coordinate coverage of CW by local and distant radio and television stations.

Victoria Gussman has been named manager, Property Resources and Planning. "Tory's" duties will include property purchases and sales, land use and development planning, and financial analysis of real estate transactions.

Pete Robins joined the Employment department staff, Human Resources, as a recruiting specialist. He replaced Hubert Alexander, who recently retired. Pete's primary focus will be on local recruiting.

Jane Strauss has been named coordinator of supervision and operations for the Department of Historical Interpretation. In this temporary assignment, she will be responsible for the day-to-day operations of the Department of Historical Interpretation, HAPO. She will be assisted by Helen Phillips, a supervisor in the HI department.

Rose Marie Byrd has been promoted to supervisor, African-American Interpretation and Presentation. She will be responsible for supervising all personnel in the department as well as the day-to-day activities for all African-American programs.

Dylan Pritchett has been named African-American Interpretive Programs specialist. He will manage assigned interpretive programs and conduct research on African-American life and related topics as assigned.

Richard Gunther has been promoted to the position of manager, Telecommunications in the Administration division. Rick has contributed significantly to the development and evolution of our telecommunications network. He replaces Pete Wrike, who now serves as Telecommunications consultant. Pete will assist Rick with planning for future telecommunication needs.

Sharon Randall, employee relations specialist, Human Resources Development, Human Resources, has successfully completed the certification examination for Employee Assistance Professionals. Sharon helps employees with personal problems find professional assistance that is both confidential and affordable. This certification is a reflection of Sharon's continuing hard work and dedication to CW, our employees and to the Employee Assistance profession.

Weight Watchers offers "on-the-job" weight-loss training

Vending machines, office celebrations, business travel, coffee breaks, and hectic schedules play havoc with a working person's diet resolutions. Enroll in CW's next eight-week session of Weight Watchers At-Work Program beginning Wednesday, March 8.

Each meeting addresses an issue relevant to the home or employment environments of working people--surviving coffee breaks, after-work binges, and stress-related eating. Weight Watchers helps members succeed through a

four-part approach: the food, exercise, and self-discovery plans and the group support system.

We meet each Wednesday for eight weeks, from noon until 1 p.m. The registration is \$67, payable by check or money order to CW. No cash, please! Employees who attend all eight meetings are eligible for a 25% rebate.

Enrollment deadline is Wednesday, March 1. Questions? Want to enroll? Call Donna Whalen, ext. 7118.

Disbursements Office schedule

You can pick up checks and cash advances from the Disbursements office during the following times:

Mondays, Tuesdays and Wednesdays, 8:30 a.m. to 1 p.m. and 2 p.m. to 5 p.m.; Thursdays, 2-5 p.m. (payroll checks will be available after 11:45 a.m.) and Fridays, 8:30 a.m. to 1 p.m. and 2 p.m. to 4 p.m.

If you have any questions, contact Judy Brown, ext. 7070.

Walk your way to spring!

Colonial Walkers, our walking club, has planned a walking activity for March 11 at the Chesapeake Corporation Nature Trail, five miles outside of West Point. The group will meet at the trail on March 11 at 11 a.m. They will walk for an hour and enjoy lunch at Hardee's afterward.

Getting to the nature trail is easy! Follow Richmond Road (60 west) past the Pottery and Anderson's Corner. At the light at Anderson's Corner, keep straight, which will put you on highway 33. OR if you are driving via I-64 east, take the West Point exit (route 33). It starts out double, but goes to a dual-lane highway just before Barhamsville. Continue on this road for approximately 15 miles. You will eventually meet another stop light. Turn right. After about 1/4 mile you will begin seeing signs for the nature trail and the entrance will also be on the right. Allow 30 minutes for the trip from Williamsburg.

If you have any questions, call Chris Rehberger, ext. 7029. She'll be glad to help you.

Free Sweatshirts!!! from Colonial Walkers Club

Employees who walk (recreation or fitness--not job related) come to Room 132 in the Franklin Street Office Building Monday-Friday, between 9 a.m. and 5 p.m. Pick up a form and record 25 hours of walking between 1/1/89 and 3/3/89.

Walk for your health!

The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is March 2, 1989. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.