

COLONIAL WILLIAMSBURG NEWS EXTRA

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Study To Look At Organizational Structure

"Our success in the last decade is attributable directly to you and all of our employees," said Charles Longworth, president, at a recent meeting with administrative officers and directors. "Change and growth such as we have seen is not easy to achieve or accommodate, and I am very proud of the way all our employees have responded to change."

"We need to examine the various parts of our organization to make sure they are appropriately sized, organized, and staffed for the work we need to get done, therefore, we are undertaking a study of the location, cost, organization, and staffing of all our functional activities and the responsibilities of each of us in management," he added.

Colonial Williamsburg has engaged Joseph Jackson, president of Security Pacific Organization Consultants, Incorporated, to assist in the study. During the week of February 8, Joe Jackson, along with his colleague, Richard Detoy, will hold meetings with small groups of managers and supervisors to learn more about us and our work. Results of the study are expected sometime in early May.

"I emphasize that the primary purpose is to help us develop the best possible organization to do our work in preservation, history education, service and hospitality, and meeting our own and visitors' and guests' high expectations," concluded Mr. Longworth.

1988 Compensation Guidelines Announced

Although the Federal minimum wage remains \$3.35, the Foundation has increased the entire rate/range structure for non-bargaining unit jobs by 3%. This means that both ends of salary ranges--beginnings and tops--have gone up.

Salaries of employees earning less than the 1988 beginnings of grades were increased to those rates starting January 3. On individual merit review dates these employees will receive the full amount of recommended merit increase.

Merit increase guidelines for non-bargaining unit employees are:

Outstanding:	6-5%
Very Good:	4-3%
Good:	2%
Fair/Unsatisfactory:	0%

With administrative officer approval those employees performing exceptionally may receive increases beyond the 6% limit.

Promotional increases continue to range from 2% to 12% with increases of 6% or more establishing new merit review dates.

If you have any questions about the 1988 compensation program please ask your supervisor, call Pam Reiss, director, Compensation and Labor Relations, ext. 7046, or any other Compensation and Labor staff member.

Sign Up Now For Ski Trip To Wintergreen February 25

An all-day ski trip is planned for Thursday, February 25 to Wintergreen! Employees, spouses, and friends are encouraged to come and have fun--and its good exercise too! We will leave Williamsburg at 7 a.m. and arrive back approximately 8 or 9 p.m.

The cost is \$39 for transportation and ski lift plus \$6 for beginner's equipment rental or \$8 for advanced equipment rental. If you have your own equipment, you can use it and save some money. You will be responsible for your own meals.

If you are interested in joining this trip, please call Sue Houser at ext. 7029 for more information.

VITA Is Here To Help You With Your Tax Return!

If you would like some help preparing your taxes, VITA is just what you need! Colonial Williamsburg employees (and some spouses) have been trained by the Internal Revenue Service in income tax preparation and have volunteered to help any employee who doesn't want to go it alone. Call ext. 7326 for an appointment between 9 a.m. and 5 p.m., Monday through Friday. If you would rather drop off your return (with all necessary information), bring it to Room 132 in the Franklin Street Office Building during the same times and days as listed above.

New Winter Hours For Colonial Williamsburg Taverns and Cafeteria

King's Arms Tavern is now closed and will reopen on Friday, January 29. The tavern will be closed on Sundays and Mondays in February and March; however, it will be open on January 31 and February 1 for Antiques Forum.

Christiana Campbell's Tavern will be closed beginning Friday, January 29 and will reopen on Friday, February 19. The tavern will be closed on Mondays and Tuesdays in January and Tuesdays and Wednesdays in February and the first two weeks of March.

Josiah Chowning's Tavern will be closed from Friday, February 19 to March 11. The tavern will be closed on Wednesdays and Thursdays in January and early February.

The Cafeteria is closed and will reopen March 25.

The operating schedules for The Cascades and A Good Place To Eat will not change.

The Wig Shop Needs Hair!

The Wig Shop is accepting donations of human hair for wigs, curls, and queues. Call Joyce Hedgepeth at the Wig Shop, ext. 2849, for more information.

The Foundation Library Will Be Closed February 13-15, 1988

February Is Heart Month!

February is American Heart Month--the "organ" not just Valentine's Day! Your body needs a constant supply of fuel and oxygen to give you the energy and stamina you need to get the most out of life. Your body is renewed and energized by the efficient operation of the system that feeds it--your lungs, heart, blood and blood vessels.

Your heart, like any other muscle, tends to lose strength and tone when it is not regularly exercised with sufficient intensity. The rate at which this loss occurs depends upon a number of factors, including the way you eat, how you handle stress, your use of tobacco and alcohol, as well as your basic genetic make-up.

For more information about your heart, look for the Fitness Bulletin Boards. They will be stationed in the employee cafeteria at the Inn; F & PM breakroom, second floor of the Franklin Street Office Building; Company of Colonial Performers, Public Records Office; and Collections' break area. Or you can come to Employee Relations, Room 132, Franklin Street Office building. If you have any questions, call Sue Houser at ext. 7029.

Marketplace

Cooking Class: Ann's Petite Maison de Cuisine presents a cooking class for people on the go! Emphasis is on crock pot cooking. Wednesday, February 3, 7-9 p.m. and Tuesday, February 9, 7-9 p.m. For more information call Ann French at 229-5267 after 5:30 p.m.

For Sale: Vivitar instant slide printer with a/c adapter. Turns 35mm slides into Polaroid prints, \$35. Duncan casting molds, process any type "slip" for greenware. Excellent condition for 1971-72 series. DM-428 Jon-6 1/4", DM-429 Joanna-6", DM-492 Fritz-6 3/4", DM-491 Katie-6 3/4", DM73C Greta-6/12", and DM-74C Garth-7". Call 220-0488 after 7 p.m.

For Sale: '73 pinto, 71,000 miles, in family since new, AT, radio, good tires, AC needs repair, would like to trade for pick-up truck of equal value. Call Joshua, ext. 5474 or 253-0981.

For Sale: Historic Area air

conditioner, \$50. Call Bill at ext. 7561 or 229-1112.

For Sale: 1985 Ford Ranger, 5 speed, camper cap, sliding windows, AM/FM cassette, new tires, step bumper for towing, low mileage, exc. condition, asking \$4500, Sandy 229-1349/anytime.

For Sale: JVC cassette deck, two years old, excellent piece of equipment, auto reverse (three modes) tape bias select, like new. Asking \$90 neg. Sandy, 229-1349/anytime.

Moving Sale: Red damask sofa, fruitwood, French Provincial style, \$225; student maple desk, glass top, three drawers each side, \$50; black lounge chair with ottoman, vinyl, \$50; quilted blue floral single bedspread, \$35; brass standing apothecary style lamp, \$25; black wall lamp, brass base and gold Chinese lamp, ea. \$25; call 253-0788 after 5:30 p.m.

For Sale: Sears electric range, good condition, \$50; 564-8639.

Moving Sale: Emergency in family, microwave, beds, bedroom furniture, VCR, and many other extras, call Cheryl, 785-7804.

Free Cats: Three spayed females, all medium length fur, purrfect mousers, 564-9498.

Poodles For Sale: AKC, all colors and ages, family emergency causes almost give-away prices, call 565-0883 or Jane 229-9322.

For Sale: Goats, two female, very tame, two-year old bush goats. Five Nubian goats, very tame and reasonable, call Nancy, ext. 2340.

For Sale: Winchester model 1400 20-gauge semi-automatic excellent condition, in original box, \$200 firm, 7 a.m. to 5 p.m., 565-2344, ask for John; after 5:30 p.m., 565-2068.

For Sale: 1978 Jeep J-20 pickup 3/4 ton, 360 V8, 4 spd manual trans., good tires, new radiator, alternator, starter and shocks, three inch lift springs, and camper shell, never wrecked, good work truck, \$3000, 766-3545 evenings after 6 p.m. and weekends.

For Sale: VW beetle tires, 560-15, 3 recaps with good tread, 1 reg. with fair tread, all four go for \$20. Call Joe Clemmons, 220-7394.

For Sale: 1981 Pontiac T-1000, AM/FM cassette player; motor recently reconditioned, \$1100 negotiable, call Herbert after 5 p.m., 220-0338.

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 February 4, 1988. Call Heidi Moore at ext. 7121 for assistance. Listings for the Marketplace are free, but you must include your signature. Send announcements and listings for the Marketplace to "CW News Extra", Room 245, FSO. We do not take listings by phone.