

Compensation adjustments announced

Pam Reiss, director of Compensation and Labor Relations, has announced adjustments in compensation for some hourly (or non-exempt) positions, specifically secretary Bs and Cs. "This is the first step in re-examining our whole compensation program," said Pam.

Meetings have been held with supervisors to discuss the changes. Meetings for secretaries affected by these changes will take place on Wednesday, February 15, from 2:30 to 3:30 p.m. and from 4 to 5 p.m. and on Thursday, February 16, from 4 to 5 p.m. in the Tidewater Room of the Williamsburg Lodge. If you think you may be affected, check with your supervisor.

These increases are part of a larger effort to examine and improve pay for employees throughout CW, according to Pam. "Knowing that we can't address everything at once, we'll be working with administrative officers to identify priorities and address concerns outlined in the Employee Opinion Survey. Those include external competitiveness, internal equity and understanding how pay rates are determined," said Pam.

Recent outside salary surveys have shown that the grades for secretary Bs and Cs are competitive. However, most secretaries in these grades were clustered or "compressed" at the lower end of their salary range, due to changes made after the Hansen Study two years ago. "We see similar problems in other areas, especially in terms of compression at the lower end of salary ranges," said Pam. High turnover in secretary B and C positions continues to be a problem, ranging from 30% to 46% over the past three years.

The study showed that the grade for administrative officers' secretaries was not competitive with their peers outside CW. Also, officers' secretaries have had varying titles and responsibilities. Officers' secretaries will all be retitled executive secretaries.

Wages for secretary A's and clerical staff were also examined. The study showed their salary ranges to be competitive, with salaries spread throughout their ranges. Because of this, they are not affected by the changes.

The changes made include a one-time step-rate increase for secretary Bs and Cs, based on years of related experience and education. Officers' secretaries will be reclassified to a higher grade, with a step-rate increase based on years of related experience and education.

Pam stressed that these are one-time increases. Also, the new rates are target rates. Increases could be less if skills are not at the level indicated by experience.

If you think you are affected by this change, speak with your supervisor. Pam Reiss, ext. 7046, will be happy to answer any additional questions. An article explaining how positions in Colonial Williamsburg are graded will appear in a future issue of CW News.

Lodge hosts oral history program

"An Oral History of the Community" program will take place at the Williamsburg Lodge on February 17 at 7 p.m.

Continuing the celebration of contributions by black citizens to the Williamsburg area, this program will feature the Depression years, 1930-1939. Black citizens will discuss and discover, through words, pictures, and music, the many ways their families reacted to that difficult era. Admission is free.

Weight Watchers is more than a diet!

Colonial Williamsburg's Weight Watchers At-work Program not only helps you slim down, it helps you stay that way. You are taught how to eliminate the habits that have contributed to unwanted weight gain by replacing them with positive ones. You still can eat cheeseburgers, french fries, and cake! What you learn and change is when and how much you can eat everyday--at work, at home, and on the go.

The next eight-week session of Weight Watchers begins Wednesday, March 8. Meetings begin at noon and end at 1 p.m. Weigh-in is strictly confidential! The total cost for all eight meetings and for the booklets/handouts/recipes is \$67. Please make your checks or money orders payable to Colonial Williamsburg. No cash please! Employees who attend all eight meetings are eligible for a 25% rebate (\$16.75) of the registration fee.

Registration deadline is Wednesday, March 1. If you have any questions or want to enroll, please call Donna Whalen, ext. 7118.

VITA = Volunteer Income Tax Assistance

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

Social Security numbers are required for dependents five years and older

As a result of the Tax Reform Act of 1986, a taxpayer claiming a dependent who is a least five years old must include that dependent's taxpayer identification number (social security number) on the taxpayer's return. In 1990, any dependent two years or older must have a social security number.

To get a social security number, a dependent must have evidence of date of birth, U.S. citizenship or legal alien status, and identity. A public, hospital, or religious birth record is generally sufficient for the first two items. A school record and certain other documents can be used for proof of identity. For more information call the Social Security Administration Office.

Job Fair is February 27

The annual Job Fair, sponsored by Human Resources, will take place February 27 in the 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.

Available jobs will be posted as well as opportunities for spring employment. 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.

Just a little reminder...

All employees must update their vehicle decals. These decals must be displayed by February 15. All employees were mailed the parking decal application last month. If you did not receive a parking decal application and need one, call Carol Fender, ext. 7370.

January 1989 Interoffice Directory published

The January 1989 telephone directory has been distributed throughout Colonial Williamsburg with many thanks to Office Services.

If you need extra copies or received more copies than necessary, call Arlyne Derringe in Telecommunications, ext. 7318.

Please call if you have any deletions, additions, or corrections. "We really appreciate notification of all changes," said Arlyne. "Just call ext. 7318--AUDIX messages are fine!"

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.

"How To Be Taken Seriously In Business" workshop offered

For women who wish to learn how to interact effectively with people inside and outside the organization, our one-day "How To Be Taken Seriously In Business" workshop will be held on Friday, March 24, 1989, 8:30 a.m. to 5 p.m.

Upon completion of this workshop, participants will be able to:

- Communicate their authority through nonverbal and assertive verbal communications and make an impact at meetings.
- Manage difficult situations such as sexism in the office and giving and taking criticism.
- Project authority, credibility and presence through their appearance.

Call Pat Joyce, ext. 7125, sign up for this and other workshops!

Benefits reminder...

Effective January 1, all regular employees are eligible for life and health insurance benefits on the first day of the month after 90 days of employment. Our benefits office can provide employees with information and

assistance to obtain temporary insurance coverage until they are eligible to participate in CW's group plans.

Mildred Wiley, benefits coordinator, ext. 7062, can help you with your benefits questions.

Library schedule changes

The Foundation Library will close at 3:30 p.m., Thursday, February 16 for the Library Lecture Series presentation by Eugene Genovese in the Hennage Auditorium.

The Library will also close at 5 p.m., Friday, February 17 and reopen at 8 a.m., Tuesday, February 21, in observance of George Washington's birthday.

Free Town Tours for residents

CW is offering two-hour escorted tours of the Historic Area free of charge to local citizens with resident's passes. Employees may join these tours as well.

These tours are offered on Mondays, Thursdays, and Saturday in February (no tours on February 18) beginning at 10 a.m. and 2 p.m.

"The purpose is to provide residents an introduction--or reintroduction--to CW and to acquaint them with Historic Area programs," said Irmalee King, adult visits coordinator.

The tours include the option to eat lunch at the newly opened Shields Tavern. Participants may order a combination of any entree, dessert and non-alcoholic beverage for \$6.

The tours are limited to 20 people and will be offered rain or shine. Call the Visitor Center, ext. 7645 between 9 a.m. and 5 p.m., Mondays through Fridays to make reservations up to 24 hours in advance.

Residents passes (which are required for the tour) can be obtained free-of-charge from 9 a.m. to 5 p.m. daily at the Guest Services desk at the Visitor Center. The passes, valid through December 31, are offered to full-time residents of Williamsburg, James City County and the Bruton district of York County. Applicants must present proof of residency.

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

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 16, 1989. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.