

## **Conversations with Chuck Longworth March 24, 31**

If you'd like to know about current plans and projects or future directions for Colonial Williamsburg, come to the next Employee Conversations on March 24 and March 31. CW president Chuck Longworth will answer your questions about these topics and others relating to CW.

These sessions are informal, with no set agenda. You may come and go as you please, and are not required to stay. This is your chance to ask questions and share your views about topics of interest or concern.

Conversations will be held on these dates:

**Friday, March 24, 10 a.m. to noon, Lodge-Dominion Room (in the Tazewell Club wing, upstairs.)**

**Friday, March 31, 3 p.m. to 5 p.m., North Room, Cascades.**

Conversations with other administrative officers are being planned. In May, Kathy Whitehead, vice president for Human Resources, will discuss CW's Human Resources programs. If you have a topic of particular interest or would like to meet with a specific officer, let us know. Call Pat Saylor, ext. 7120 or Heidi Moore, ext. 7121.

## **Shields Tavern employee discount**

All employees are offered a 25% discount when dining at Shields Tavern during the month of March (except Easter Sunday, March 26). The purpose of this offer is to allow all CW employees the opportunity to visit and experience our newest tavern.

This offer does not include liquor. You must show your employee or dependent's pass when you are seated. Also, remember your server and figure your tip on the pre-discounted amount.

Shields Tavern is closed on Tuesdays and Wednesdays until March 15, when it will resume a seven-day schedule.

## **VITA = Volunteer Income Tax Assistance**

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

## **Working students may have to pay taxes**

Because of tax law changes made by the Tax Reform Act of 1986, students who can be claimed as dependents on their parents', or another person's, tax return:

- cannot claim exempt from withholding on their W-4, *Employee's Withholding Allowance Certificate*, if they have more than \$500 of wages and interest on savings/investment income; and
- are not entitled to a personal exemption on his or her own tax return.

Many students with summer or part-time jobs may owe taxes. Questions? Concerns? Call the VITA line, ext. 7326, for more information.

## **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 Route 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 reach another stop light. Turn right. After about 1/4 mile you will begin seeing signs for the nature trail. 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.

## **Exercise Incentive Rebate**

Do you exercise at least eight hours a month in a paid program? Do you work out on weight machines, attend aerobics classes (water, low impact, advanced, etc.), or other fitness programs? Employees may qualify for the exercise incentive rebate of \$5/month which adds up to \$60/year!

Come to Room 132 in the Franklin Street Office Building, Monday through Friday, between 9 a.m. and 5 p.m. and pick up your Exercise Incentive Rebate card. Have your instructor/monitor date and initial the card for every hour you exercise.

These cards are processed quarterly so come in and pick up your card for the second quarter of 1989--April, May, and June! If you currently have a card, remember that the return date for first quarter is Wednesday, April 12.

Questions? Concerns? Call Chris Rehberger at ext. 7029.

### **If you work in the Merchants Square area...**

Please remember to park in Block 44 after March 19. You can still park in Block 5--across from the post office--through March 18.

### **Recreation Committee Meeting**

The next meeting of the Recreation Committee will be on Thursday, March 23 at 3:30 p.m. in the Personnel Conference Room, Franklin Street Office Building, Room 147.

If you have any questions, suggestions, or comments you would like the members of CW's Recreation Committee to hear or discuss, please feel free to attend the meeting. If you have any questions, call Chris Rehberger, ext. 7029.

**Have you updated your vehicle decal???**  
If not, call Carol Fender, ext. 7370 for information and new decal.

### **Openings and closings...**

The Raleigh Tavern will be closed from March 6-17.

Carter's Grove Plantation reopens on March 11. Hours of operation are 9 a.m. to 5 p.m. The Country Road will **not** reopen on March 11, due to the damage caused by the sewer line break at Carter's Creek. The Country Road will remain closed until further notice.

In addition to the mansion and Wolstenholme Town, the reconstructed 18th-century slave quarter will be open to visitors this year. Interpretation of the slave quarter will take place daily, 9 a.m. - 5 p.m., beginning March 11.

Exhibition buildings will resume a 9 a.m. to 5 p.m. schedule March 20.

### **Moving up, moving in**

William Maurer has been promoted to assistant manager, Bus Operations. Bill replaces Al Hedgepeth, who retired January 1 after 35 years of service.

Betty Wiggins, project coordinator, administration, HAPO, has been re-elected to the Fort Eustis Federal Credit Union Board of Directors for a three-year term beginning in April. Betty currently serves as vice-chairperson.

### **1989 Wage and Salary Guidelines**

The approved guidelines for merit increases in 1989 are as follows:

- Outstanding: 6.5% to 5.5%
- Very Good: 4.5% to 3.5%
- Good: 2.5%
- Fair/Unsatisfactory: 0%

If you have questions, call Pam Reiss, ext. 7046; Ed Joyner, ext. 7043; Iris Diggs, ext. 7047; or Jim Johnson, ext. 7044.

### **When mailing certified letters...**

Please fill out the "Receipt for Certified Mail" (PS Form 3800) with the information you have available and leave the **entire receipt** attached to the certified letter you are sending. Please write your name in the margin of the receipt and maintain a record of the number on your receipt for your reference. The mail room staff will fill in the rate and fee information requested on the form and keep the form on file. In the event that your item is lost in the United States mail, we can trace the item **only** if the receipt is filled out in full.

If you are requesting a return receipt (PS Form 3811), please fill out the card with your **name** as well as the CW address.

The mail room stocks all of the receipts issued by the US Postal Service for special mailings such as certified mail, certified mail with a return receipt requested, or registered mail. Call the mail room, ext. 2227, if you need supplies or information for a special mailing.

### **Have you received a local phone book?**

If you have not received a Williamsburg-Toano telephone book for your extension, please call the telephone office, ext. 7322. No answer? Leave a message on AUDIX.

### **Advanced Sketching class announced**

The advanced sketching class, taught by Will Gwilliam and Kent Brinkley, will start on Wednesday, March 22. Students are responsible for buying their own supplies. Subjects to be taught over the five sessions include pen and ink wash, advanced pencil, and colored pencil. Will and Kent will discuss supplies and suppliers at the first class meeting.

If you have any questions, call Chris Rehberger, ext. 7029.

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