

COLONIAL WILLIAMSBURG NEWS **EXTRA**

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Talk With The President In March!

Beginning next month, you'll be able to share your thoughts and ideas with Mr. Longworth and other leaders of Colonial Williamsburg during special "Conversations."

These conversations will be informal with no set agenda. They will be an opportunity for you to meet personally with the president or some of the administrative officers to share your views and to ask questions about those topics which concern us all.

The first of these conversations will be with Mr. Longworth and will take place on these dates, times and locations:

- March 22**, 2-4 p.m., Lodge Room A;
- March 25**, 3-5 p.m., Cascades Room II;
- March 28**, 2-4 p.m., Fife and Drum Building, Franklin Street; and
- March 31**, 10 a.m. to 12 noon, Lodge Rooms D and E.

These sessions are voluntary. If you would like to come, tell your supervisor.

Conversations with other administrative officers are being planned on topics such as our educational mission and programs, and how we market Colonial Williamsburg. Dates and times for these sessions will be announced in upcoming issues of the "Extra" and Colonial Williamsburg News.

Mammogram Offered To Employees At Reduced Rate

Colonial Williamsburg, in conjunction with Williamsburg Community Hospital and the Wellness Works Wonders Fitness Program, is offering mammogram x-rays at the reduced rate of \$50. Mammograms normally cost \$82 and are **not** covered by Blue Cross/Blue Shield of Virginia health care insurance.

Women between the ages 35 and 40 should have at least one base-line mammogram. Women between the ages of 40 and 50 should have a mammogram once every two years. Women over age 50 should have a mammogram every year.

One in ten women born today will develop breast cancer. This year 130,000 American women will develop breast cancer and based on current statistics, more than half of them will die from it. Breast cancer is the most common cancer affecting American women.

Finding this cancer earlier increases not only a woman's chance of survival, but also her treatment options. Breast cancer can be seen on a mammogram much earlier than it can be felt in an examination.

The whole procedure only takes about thirty minutes; include your travel to and from the hospital, and the time away from your job is equal to that of a lunch hour. Talk to your supervisor; take advantage of this opportunity to safeguard your health.

Appointments are available between 9 a.m. and 12 noon on Tuesday, March 22; Thursday, March 24; Monday, March 28; and Friday, April 1; and between 2:30 and 4 p.m. on Wednesday, March 30.

Call Sue Houser at ext. 7029 to schedule an appointment and/or for more information.

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.

VITA Is Here For You!!!

Need help completing your 1987 tax return? VITA, the Volunteer Income Tax Assistance program, is here for you! Some 19 Colonial Williamsburg employees or spouses of employees volunteer their time and knowledge to complete 1040EZs, 1040As and simple 1040s.

The VITA site is open by appointment only on Tuesday and Thursday evenings from 5:30 to 7:30 and on Saturdays from 11:00 a.m. to 2:00 p.m. Or, you may drop off your return, along with all the necessary information, in Room 132 of the Franklin Street Office.

Building. If you have any questions, please call VITA at ext. 7326.

Your Interoffice Envelopes Are Needed

The Travel Marketing department needs your extra interoffice envelopes. If you've got a large number of interoffice envelopes to spare, please send them via the interoffice mail to Amanda Drew in Travel Marketing.

A Reminder About The Educational Assistance Program

Before you submit a request for Educational Assistance, i.e. for seminars, college classes, etc., please be sure:

- *It is on Form #965 (rev. 3/87);
- *It is submitted at least two weeks before the seminar or class begins;
- *A copy of the course description and registration is attached;
- *It has been signed by your immediate supervisor and your director or general manager, with their recommendation indicated on the form.

The completed form should then be forwarded to Room 244, Franklin Street Office Building.

Weight Watchers Spring Session Begins March 2

The next 8-week session of Colonial Williamsburg's Weight Watchers at Work program begins the first week in March. Join your co-workers, put a "spring" into your step and lightly march into the summer, feeling better about yourself.

We meet for an hour each week on Wednesdays from noon to 1:00 p.m. Employees, retirees, family members and friends are encouraged to participate, depending upon space availability.

The cost for each 8-week session is \$58.00--or just \$42.00 for anyone age 62 or older. Any employee or retiree who attends all eight meetings will receive a 25 percent rebate on the cost of the session. For more information, call Sue Houser at ext. 7029. Join us--summertime is approaching fast!

Marketplace

For Sale: '51 GMC 1/2 ton pickup, complete restoration, valid inspection, driven daily, \$3995. Contact Bob at 229-3080 (8 a.m. to 5 p.m.) or 966-5975 (6 p.m. to 9 p.m.)

For Sale: 1974 Venture "MacGregor" 22' sailboat, swing keel, three sails, 5 HP outboard, sleeps five, porta potti, pop top for entertaining, full instrumentation, and accessories. For information, call Chip at ext. 7600 or after 6 p.m., 566-0740.

For Sale: Solid oak crib, like new with mattress and other crib equipment, call 229-4355 or 851-4981.

For Sale: Top line stereo equipment. Carver receiver, 130 W per channel and superb FM, \$800 new, \$400; Dynaco

amplifier, 416 amp, 200 W per channel, classic, \$400; Carver C1 preamplifier, \$350; Carver CD player, DTL 200, \$700 new, \$350; Adcom amplifier, GFA 555, 200 W per channel, \$750 new, \$450. All equipment in perfect condition and looks brand new. Call ext. 7175 day or 253-0132 evening.

For Sale: Maple early American settee and chair (both rockers), \$20 and \$10 or \$25 for set; maple platform rocker, \$10; cricket rocker, \$20; ext. 7110 or 229-2160 evenings.

For Sale: 250 engine runs good still in Ford Granada, \$200 or best offer, call Linda at ext. 7669.

For Sale: 77 Mercury Marquis, 4-door, 51,000 miles, automatic and power everything, excellent condition, \$2500, Call Linda at ext. 7588 or 229-1005 after 9 p.m.

For Rent: Townhouse, 3 bedroom, 1 1/2 bath, dishwasher, stove, refrigerator, washer/dryer, swimming pool facilities, ready to move in March 1, call 565-2466.

Needed: Housing for CW volunteer July 9-24. Interested in house sitting, subleasing, boarding, etc. Call ext. 7210.

For Rent: Three bedroom, two bath house in convenient location, large deck, fireplace, wooded lot, \$625/month. Call Larry at 565-0327 or ext. 2840.

For Sale: Antique clock, small "ogee" Gilbert Clock Company, Winsted CT, \$100; CW washstand style plant stand, \$75; pine bathroom mirror with shelf for soap dish, etc. and rack for towels, \$200; old ice tongs, \$20; call 229-3279 after 6 p.m.

For Sale: Pop-up camper, sleeps six, sink, stove, ice box, body in excellent condition and does not leak; canvas and mesh needs work, repair kit and camping equipment included, reasonable, call 229-2374, ext. 245.

For Sale: 77 Honda Civic, 5-speed, AC, rear window defrost, new tires, \$600; call Heidi at ext. 7121 or 253-1018.

For Sale: Custom made camel backed sofa and wing chair. Coordinating fabrics of Williamsburg blue, rust, and tan. Two ruffled decorator pillows included. Practically new, \$425 or best offer. Call ext. 7131 or 253-0308

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 3, 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.