

COLONIAL WILLIAMSBURG NEWS **EXTRA**

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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 percent. 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 percent
Very Good:	4-3 percent
Good:	2 percent
Fair/Unsatisfactory:	0 percent

With administrative officer approval those employees performing exceptionally may receive increases beyond the 10 percent limit.

Promotional increases continue to range from 2 to 12 percent with increases of 6 percent 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 contact any other member of the Compensation and Labor staff.

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. It's good exercise, too! We'll leave Williamsburg at 6 a.m. and arrive back that evening around 8 or 9 p.m.

The cost is \$39 for transportation and ski lift, plus \$6 for beginners' 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're interested in joining this trip, call Sue Houser at ext. 7029 for more information. Deadline for signing up is Friday, February 19.

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.

Recreation Board Meeting February 18

The next meeting of the Colonial Williamsburg Recreation Committee is scheduled for Thursday, February 18 in Room 147 of the Franklin Street Office Building. The committee meets once a month.

If you have any questions or suggestions about our recreational programs, feel free to attend this meeting and share your views with the committee. Or, call Sue Houser at ext. 7029.

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 heart, lungs, 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, and 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'll be set up in the employee cafeteria at the Inn; F&PM break room, 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 in the Franklin Street Office Building. If you'd like more information, call Sue Houser at ext. 7029.

Hair To Spare? Call The Wig Shop!!!

The Wig Shop is accepting donations of human hair for wigs, curls and queues. If you have some hair to spare, call Joyce Hedgepeth at the Wig Shop, ext. 2849, for more information.

Winter Hours Continue For Taverns, Cafeteria

Winter dining hours are still in effect for the Historic Area Taverns and the Cafeteria. They are as follows:

* The **King's Arms Tavern** will be closed on Sundays and Mondays in February and March.

* **Christiana Campbell's Tavern**, now closed, will reopen on Friday, February 19. Campbell's will be closed on Tuesdays and Wednesdays in February and the first two weeks of March.

* **Josiah Chowning's Tavern** will close Friday, February 19. It will reopen March 11.

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

Your Interoffice Envelopes Are Needed...

...by the Travel Marketing department. If you've got a large number of interoffice envelopes to spare, please send them to Travel Marketing, in care of Amanda Drew.

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 2 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: Cocker Spaniel pups. The sons of Aphrodite. One black and one blonde. Champion bred AKC registered. Born 1/6/88. Ready to go the first week of March. Call 220-1285 or see Eric in the Harness Shop.

For Sale: Maple tall post double bed with canopy frame by Ethan Allen, \$300. Dry sink, suitable as bar or stereo cabinet; dark pine by Ethan Allen, \$125. Call Betsi at 229-4462 after 6:00 p.m.

For Sale: Ethan Allen sofa and matching recliner. Phone 877-1481.

For Rent: Unfurnished apt. in quiet neighborhood. One BR, LR, Kit. and bath; central heat and air; hardwood floors; private entrance with separate driveway and parking. 5 min. from Historic Area. \$375/mo. includes all util. except phone. Please, no pets and no smoking. Call 220-1448 after 6:00 p.m.

For Sale: Brand new tires! Two 13 X 185 radials for \$75. Call ext. 7108 or 253-1023 after 5:00 p.m.

Needed: Rental or sublet for family w/ 2 children for the first 2 wks. in June. Overseas visitors, excellent tenants. Please call Marilyn Wetton at ext. 2539 or 829-5319 after 6:00 p.m.

For Sale: Emerson small size refrigerator. Nearly new, clean. \$110. Call John at 229-1920.

For Sale: Ladies' 3-speed bicycle, 26" w/ very new shopping basket. Strongly built, very good condition, \$30. Small dresser w/ 4 drawers. Unfinished wood, \$30. Call ext. 7073 or 229-3439.

For Sale: Ladies' all-weather coats by London Fog. Size 4 petite, beige, \$57.71. Size 6 petite, black, \$57.71. Size 10 regular, navy, \$64.96. Size 16 regular, navy, \$50.20. Call ext. 7579.

For Rent: York Terrace 3 BR, LR, DR, BA. Large fenced yard with carport. 5 min. from Historic Area. \$520/mo. Call Mary Lou at ext. 7592 or 253-2531 after 5:30 p.m.

For Rent: House in Kristiansand. 4 BR, LR, DR, Fam. Rm., KIT, 2 Baths, garage. \$725/mo. Call Mary at ext. 2587 or 253-0305 evenings.

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 18, 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.