



## PAPERS (Position Action/ Performance Evaluation & Recruitment System) UPDATE



Current classified position descriptions were loaded into **PAPERS** in October and November by Human Resources. Seventeen hands-on training sessions on how to Certify Classified Position Descriptions were conducted in December and were well received by the participants!! To learn about the process, please download the comprehensive, easy-to-follow User Guides for Supervisors/Hiring Managers, Reviewers, and/or Employees which are posted on the Human Resources' web page.

Due to the complexities of setting up security in the system so that employees can access their own job descriptions and supervisors and reviewers can access the job descriptions for their areas of responsibility, the on-line site will not be available for campus users until late January, 2007.

Information on accessing the system when it is ready for supervisors to begin the certification process will be communicated to the campus by e-mail.

After they have certified their job descriptions, employees will be able to view them in the system at any time.

Use of the system for establishing and redefining/updating job descriptions and processing pay actions will begin in Spring, 2007.

We are excited about bringing this new technology to campus and look forward to working with all of you to effect this important change!!

**Movin' on-line** .....



## Training for Supervisors

Preventing and resolving conflict at the earliest opportunity and lowest possible level saves supervisors and agencies time and money. Supervisors and employees with good skills in collaborative problem-solving and conflict resolution help sustain a positive, productive workplace, one where conflict is addressed constructively, allowing employees to focus on service excellence. Did you know that Virginia law (Code §2.2-3000) *requires* training for supervisors in the grievance procedure and conflict resolution?

ODU provides a variety of opportunities to explore policies and methods for effective supervision and understanding the grievance process. The Supervisor Essentials series begins this month! This series is critical for new supervisors and highly recommended for seasoned supervisors. Join your colleagues for these highly interactive sessions to refresh and fine tune your knowledge of the policies and to talk about techniques for meeting the challenges that supervisors face each day. *Understanding the Grievance Process* will be presented during the series on 1/30/07. Go to the HR webpage for details and registration.

The Department of Employee Dispute Resolution (EDR) in Richmond also has training and most sessions have no cost to state employees. Their course in *Understanding and Using the Grievance Procedure* is available on line at: [www.edr.virginia.gov/training](http://www.edr.virginia.gov/training). In addition, they offer training in basic and group mediation techniques (small fee charged).

Due to high demand, the ODU series fills up fast. If you are interested in participating, please register as soon as possible. Our first session starts 1/9/07. We look forward to working with you to develop and/or fine tune these essential supervisory skills.

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## 2007 HOLIDAY SCHEDULE

Monday	January 1, 2007	New Year's Day
Tuesday	January 2, 2007	Holiday
Monday	January 15, 2007	Martin Luther King, Jr. Day
Monday	May 28, 2007	Memorial Day
Wednesday	July 4, 2007	Independence Day
Monday	September 3, 2007	Labor Day
Wednesday	November 21, 2007	Close at noon
Thursday	November 22, 2007	Thanksgiving Day
Friday	November 23, 2007	Holiday
Friday	December 21, 2007	Holiday
Monday	December 24, 2007	Christmas Eve
Tuesday	December 25, 2007	Christmas Day
Wednesday	December 26, 2007	Holiday
Thursday	December 27, 2007	Holiday
Friday	December 28, 2007	Holiday
Monday	December 31, 2007	Holiday
Tuesday	January 1, 2008	New Year's Day

## INCLEMENT WEATHER POLICY



During the winter months, certain weather could result in a University closing. When the University is closed due to inclement weather or emergencies, only "designated" employees are required to report to work.

Old Dominion University Contact Points	Television Stations	Newspaper
<a href="http://www.odu.edu">www.odu.edu</a>	WTKR (CBS) 3 WAVY (NBC) 10 WVEC (ABC) 13 WHRO (PBS) 15	The Virginian- Pilot Daily Press
Campus Operator – 683-3000		

Employees should check with their supervisors to determine if they are designated employees.

For more information, please reference the University's Inclement Weather and Emergencies Policy 1020 at:  
<http://www.odu.edu/ao/polnproc/>



## Benefits



## Connection



## UPCOMING EVENTS

## Watch for announcements!

- 1/10/07: TIAA/CREF (appointment needed)
- 1/11/07: TIAA/CREF (appointment needed)
- 1/22/07: MetLife
- 1/24/07: Workers' Compensation/Return to Work
- 1/30/07: Fidelity (appointment needed)
- 1/31/07: Retirement Strategies
- 1/31/07: Personal Planning
- 2/08/07: Benefits 101

## Workers' Compensation and Return-to-Work Program Training

The Benefits Section of the Department of Human Resources will conduct training on the Workers' Compensation and Return-to-Work programs Wednesday, January 24<sup>th</sup> in the River Rooms of Webb Center. The training will be given twice, 8:30 - 10:00 a.m. and 1:00 - 2:30 p.m. Although designed and recommended for supervisors, all employees can benefit from attending this training.

Training will cover basic aspects of the programs; notification, eligibility, reporting, absences from work, income replacement, light duty and more.

To attend, please RSVP to Dave Hollembeak at [chollem@odu.edu](mailto:chollem@odu.edu) or 757-683-3051. Classified employees must have supervisor's approval to attend.

### The 2007 Tax Sheltered Annuity (TSA) (403b) and the Deferred Compensation (457/DCP) Salary Reduction annual limits are:

- (under age 50: \$15,500)
- (age 50 or older: \$20,500)

If you want to make a change to your current deduction(s) please complete a new form and send it to the Benefits Section of the Department of Human Resources.

The TSA form is available on the HR website under Benefits. The DCP form can be downloaded from the Great West website at [www.vadcp.com](http://www.vadcp.com).

Call our office at 3-4760, if you need assistance.