

Resource

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PAPERS (Position Action/Performance Evaluation and 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 

Annual Recognition

The Department of Human Resources hosted more than 200 classified employees and supervisors for annual service recognition on December 11, 2006. There were 119 classified employees recognized for reaching 5, 10, 15, 20, 25, 30 and 35 years of service with ODU and 14 service retirees during 2006. The 2006 retirees contributed a total of 201 years of service to ODU! Retirees in attendance were introduced and thanked for their contributions. Vice presidents shared special remarks about the 30- and 35-year recipients:

30 Years

Bruce Hanna, Physics
Jane Jones, University Events
Harvey Logan, Facilities Management
Fredrica Paige, Facilities Management
Sulester Riddick, Human Resources

Helen Ho, Library
Angie Hairston, Financial Aid
Delcia McRae, Facilities Management
Kathleen Parker, Office of Finance

35 Years

Martin Jordan, Facilities Management
William Sessoms, Facilities Management

The 2006 Customer Relations Employee of the Year Award winner was announced during the luncheon. Congratulations to Scott Harrison, Student Affairs. President Runte presented Scott with a plaque while remarks from his nominations were shared. Scott also received a \$500 bonus and three days of recognition leave.

The nominees were introduced and congratulated for their nomination. Nominees were:

Esther Cato – Office of Student Housing
Gregory Flick – English Language Center
Dawn Hall – Educational Leadership and Counseling
Joanne Johnson – Facilities Management
Sandra Mathews – Foreign Languages and Literatures
Marie Miller – Continuing Studies Operations
Anthony Redifer - OCCS
Bill Smith – Facilities Management

Toni Cawley - OEAS
Troy Goldie– Academic Technology Services Technical Support
Tawana Hardy - Office of Research
Ardena Jordan – Monarch Copy Center
Tonya McDuffie – Facilities Management
TeCarla Moore – Office of the Registrar
Robin Smith – Distance Learning Olympic College Site
Kelly Wyatt – Biological Sciences

Congratulations to each of these employees!

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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
www.odu.edu Campus Operator – 683-3000	WTKR (CBS) 3 WAVY (NBC) 10 WVEC (ABC) 13 WHRO (PBS) 15	The Virginian-Pilot Daily Press

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/>

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

Benefits Connection

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 24th 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.

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.

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

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

The RESOURCE is a newsletter produced by Old Dominion University's Department of Human Resources.

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