



Your ODU Family

Just before the holiday break, we heard a heart warming story that demonstrates the ODU family spirit among employees. One of our classified employees who experienced a significant tragedy and difficulty this past year has been supported throughout recent months by colleagues. This employee also found a greeting card in the campus mail from "Your ODU Family" (no names given) and a cash gift they had apparently gathered to assist their colleague with seasonal expenses. Such wonderful encouragement!



HR Staff News

Congratulations are in order for Marcha Schriver – who has announced her retirement effective March 1, 2009! Marcha has accumulated a wealth of institutional knowledge during her 25+ years of dedicated service in Human Resources. Marcha enjoys a wonderful reputation across campus for her excellent customer service as the Benefits Manager and the great work she has done – especially with retirement counseling. Marcha plans to enjoy time with her children, grandchildren and great grandchildren – and she will be sorely missed in Human Resources. We wish Marcha many years of happiness and health in her new life!

Barbara New will be transferring to the Department of Health Professionals in Richmond – her last day with ODU will be January 9th. She has accepted a wonderful career opportunity as the Assistant Director of Human Resources for that agency. We appreciate the contributions that Barbara has made to ODU. We will miss Barbara and wish her all the best in her new position.

Dave Hollembeak will carry on the benefits work after Marcha's retirement and Nadine Faulcon-Johnson will carry on the compensation/classification work when Barbara departs.

Please join us in welcoming Ms. Chandra Benson to the Benefits section. Chandra will be working with VSDP, Return to Work and other benefits programs.

2009 Holiday Schedule

Monday	January 19, 2009	Martin Luther King, Jr. Day
Monday	May 25, 2009	Memorial Day
Friday	July 3, 2009	Independence Day Observed
Monday	September 7, 2009	Labor Day
Wednesday	November 25 (1/2 day)	Day before Thanksgiving, close at noon
Thursday	November 26, 2009	Thanksgiving Day
Friday	November 27, 2009	Day after Thanksgiving
Wednesday	December 23, 2009	Holiday
Thursday	December 24, 2009	Christmas Eve
Friday	December 25, 2009	Christmas Day
Monday	December 28, 2009	Holiday
Tuesday	December 29, 2009	Holiday
Wednesday	December 30, 2009	Holiday
Thursday	December 31, 2009	Holiday
Friday	January 1, 2010	New Year's Day

Certifying PDs and Establishing Performance Plans for the 2008—2009 Performance Cycle

Important Reminder...

Following each performance evaluation period, Human Resources is required to receive and retain an up-to-date position description and performance plan for each classified employee. This process of "certifying" the position description (PD) is initiated by the supervisor in **PAPERS**. The deadline for certifying position descriptions and establishing performance plans for the 08-09 performance cycle was December 1, 2008. **Please ensure that the PD for each classified employee has been certified and submitted to Human Resources.**

During the Certify Process, you will:

Review the **Departmental Objective** and edit it as necessary (standard objective stating the purpose of the **department** - which should appear in all position descriptions for the department);

Review the **Core Responsibilities and Departmental/University Competencies** (which must include customer service standards and compliance with the University's Code of Ethics) and update or edit them as necessary;

Add any **Special Assignments** for the current performance cycle (October 25, 2008 through October 24, 2009);

Establish **Professional Development Goals** for the current performance cycle.

On the **Position Details Tab**, please confirm that the employee's last name, first name, and university ID number are correctly entered in the appropriate fields. Most importantly, select the employee's name from the drop down list for the "Employee" field. If the employee's name is NOT selected into this field, the employee will not be able to access his/her position description (nor the evaluation in the Fall of 2009). Although selecting the employee's name in this field may seem redundant, it is the electronic connection in the system, which gives the employee access to the position description.

Step-by-step Guide Books for the Certify Process are available on the Human Resources web page under the **PAPERS** logo at <http://www.odu.edu/af/humanresources>.



Please contact Nadine Faulcon-Johnson at extension 3067 if any assistance is needed.

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Protective Orders

Employees who have protective orders (restraining orders against another party) in place should notify Public Safety about the matter. This type of information is confidential and does NOT need to be provided to Human Resources. However, Public Safety needs this information in order to provide assistance to employees with these matters when needed.

Benefits Connection



Changing your Health Care and Flexible Reimbursement Account Benefits

Managing your Health Care and Flexible Reimbursement Account benefits requires an awareness of the rules governing when changes can be made outside of the Spring Open Enrollment. A change can be: adding or removing a family member, adding or removing optional features, and enrolling in or canceling participation. Because changes made outside of Open Enrollment must be made within 31-days of the qualifying event, it's important that when you or a member of your family experience a qualifying event, you act promptly to ensure all of your options are available to you. There are many qualifying events and changes made must be consistent with the event, so if you aren't sure if your event is a qualifying event or what changes you can make, promptly contact the Human Resources Benefits staff. In each instance, contact the Benefits staff for information on what documentation of the event will be required for you to make a change.

Typical qualifying events which allow you to make changes within 31-days are: birth or adoption of a baby, marriage, spouse loses their employer-provided health coverage and spouse gains eligibility for their employer-provided health coverage.

Qualifying events which require you to make a change within 31-days are: divorce and dependent child loses eligibility (is no longer your dependent). Your ex-spouse may not remain on your health coverage. Children are not eligible for your health coverage when they get married, go on military active duty, become self supporting or no longer live at home (unless they are away at school or live with their other biological parent). As a general rule, if you are not providing over half of the child's support and they are not eligible to be claimed as an exemption on your federal taxes, they are no longer your dependent.

Cash Match



The Old Dominion University Employer Cash Match Plan is an employer-paid cash match program for qualified employees who are making continuous contributions to the Commonwealth of Virginia Deferred Compensation Plan or to a Tax Sheltered Annuity. If you are a salaried employee contributing at least \$10 per pay period, you are eligible for the tax-deferred cash match.

Salaried state employees may receive a cash match of either 50 percent of the contribution or \$20 per pay period, whichever is less, if enrolled in one of these plans.

A Cash Match Investment Committee has been established to perform a Due Diligence Review of the funds available in the portfolios of our participating providers.

The committee members are: Gloria Boone, Associate Payroll Manager, Sylvia Hudgins, Professor, College of Business/Finance Department, Rick Massey, Chief Financial Officer, Foundation Accounting, and Bruce Rubin, Professor, College of Business/Finance Department.

This committee will meet periodically to review the suitability of investment options offered with the Cash Match Plan to ensure diversified portfolio options are available to employees and review provider performance. If you have questions, please call the Benefits Office at 3-4237.

Tax Sheltered Annuity (403b) and the Deferred Compensation Plan/DCP (457)

The Internal Revenue Service has issued the 2009 increased limits permissible for the tax sheltered annuity (403b) and the Deferred Compensation Plan/DCP (457):

- For employees under the age of 50 the annual limit is \$16,500
- For employees age 50 and older the annual limit is \$22,000



If you want to make a change to your tax sheltered annuity and you have a local representative, please contact your local rep. For Fidelity, TIAA-Cref or the Deferred Compensation Plan, 2009 Salary Reduction Forms are available on the HR web page or call 3-4760 and one will be sent to you.