

Attention Teleworkers!



When the University closes due to inclement weather or other emergencies, employees who are working from home are expected to work as scheduled. The Old Dominion University Telework Agreement states that employees working at home during a university closing are expected to continue working unless that is not possible due to power outages or other conditions that prevent him/her from working. Employees who are teleworking during an authorized closing do **not** receive compensatory leave for that time.

2010 Holiday Schedule

Friday	January 1, 2010	New Year's Day
Monday	January 18, 2010	Martin Luther King, Jr. Day
Monday	May 31, 2010	Memorial Day
Monday	July 5, 2010	Independence Day observed
Monday	September 6, 2010	Labor Day
Wednesday	November 24 (1/2 day)	Day before Thanksgiving, close at noon
Thursday	November 25, 2010	Thanksgiving Day
Friday	November 26, 2010	Day after Thanksgiving
Thursday	December 23, 2010	Holiday*
Friday	December 24, 2010	Christmas Day observed
Monday	December 27, 2010	Holiday
Tuesday	December 28, 2010	Holiday
Wednesday	December 29, 2010	Holiday
Thursday	December 30, 2010	Holiday
Friday	December 31, 2010	New Year's day observed

*The additional eight hours of time off announced by Gov. Kaine will be observed on 12/23/10.

Please direct any questions concerning the holiday schedule to the Department of Human Resources.

Telephone Directory Goes Green:

In keeping with environmentally-friendly initiatives and current budget constraints, the 2009-2010 Faculty/Staff Telephone Directory will not be printed. Instead, an on-line version will be available in January 2010. As soon as the new directory is available on-line, University Relations will send out a campus-wide email with instructions on how to access the new on-line telephone directory.



Retirement

Margaret Inge, HR Operations Manager, retired January 1, 2010 after 24 years of service for Old Dominion University. She wore many hats during her years in the Department of Human Resources and we wish her a well-deserved retirement. **Pam Harris** (pharris@odu.edu) is the interim point of contact for the operations unit (recruitment and transactions) and can be reached at 683-5131.

Benefits

Communication with Human Resources

Please include your University ID number (UIN) when you contact Dave Hollembeak, Natalie Watson or Chandra Benson in the Benefits Section (e-mail, voice mail, etc.). Providing your UIN will assist your HR team to respond to your inquiry in a more timely and accurate manner. Thanks for your help!



COVA Connect (Optima) Representative on Campus

In response to concerns about our coverage with COVA Connect, an Optima representative will be on campus to answer questions:

- 9:00 am to noon, Wednesday, 1/19 and Thursday, 1/20, Webb Center, Rabbi Reich Room
- If you have a specific question, please bring any applicable paperwork (letter, Explanation of Benefits, bill etc.) with you.

Employee Supplemental Retirement Contribution Limits are Not Increasing

IRS has announced that the Annual Employee Contribution Limits for Tax Sheltered Annuities (TSA/403b) and the State's Deferred Compensation Plan (DCP/457) are not increasing for 2010. Calendar Year 2010 Limits will be:

- \$16,500 for employees under age 50
- \$22,000 for employees over age 50 or turning age 50 in 2010.

Submission of a CY-2010 form is not required for your contribution to continue at the level you have currently set.

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