



PAPERS UPDATE

The certification of classified position descriptions in **PAPERS** began on February 9 and was scheduled to conclude on March 15. Any position descriptions which have not yet been certified due to absences of Employees, Supervisors or Reviewers, must be submitted to Human Resources as soon as possible. As soon as all classified position descriptions have been certified, the on-line process for requesting the establishment of new classified positions or redefining/updating current classified positions will be implemented. In addition, changes in posting recruitments, wherein Human Resources will be using the certified position descriptions rather than paper EWP's submitted by the departments, will also be implemented. Supervisors, Reviewers and Employees still completing the certification process can access the User Guides on the Human Resources main web page under the PAPERS logo (<http://www.odu.edu/af/humanresources>).

Movin' on-line.....



Recruitment Confidentiality

Hiring managers are encouraged to talk with panel members about the confidentiality of the recruitment process. Serving on an interview panel is a significant position of trust. Panel members participate in important decisions and are privy to the assessment of applicant credentials, how well candidates perform during interviews, reference information and more. ALL the information related to a recruitment process is considered sensitive and confidential. No information related to recruitment may be disclosed at any time to any party – during or after the recruitment process. Protecting confidential information is an expectation of all employees of ODU. Classified employees sign a Confidentiality and Compliance Statement annually and this statement becomes a part of the official personnel file. Employees who breach confidentiality are subject to corrective action.

New Addition To The HR/ODU Family

Ms. Nadine Faulcon-Johnson joins the Human Resources Compensation and Classification team on April 10th. She comes to us from Norfolk State University where she was employed as a Human Resources Generalist. In this role, she was responsible for providing recruitment, employment, compensation, classification and employee relations services for the Divisions of Academic Affairs, Enrollment Management and Athletics.

Prior to working with Norfolk State University, Ms. Faulcon-Johnson was employed with Sentara Health Systems as Recruiter where she was responsible for recruitment efforts for the company's long-term care division.

Ms. Faulcon-Johnson received her Master's in Human Resource Management from Troy State University and is certified as a Professional in Human Resources (PHR). She has nine years of human resources experience-six of those years were with the Commonwealth of Virginia.

Nadine will work with Barbara New on classification and compensation issues that affect the entire university for hourly, classified and administrative and professional faculty.

Please join us in welcoming Nadine to the ODU family.

Inside this issue:

VIRGINIA PUBLIC SERVICE WEEK	2
SICK LEAVE FOR MEDICAL APPOINTMENTS	2
OPEN ENROLLMENT FOR HEALTH BENEFITS/FLEXIBLE REIMBURSEMENT ACCOUNTS	2
TUITION ASSISTANCE DEADLINES	2

The 2007 Virginia Public Service Week will be observed from May 7-13. This year's theme will again be "Proudly Serving Virginians" to emphasize the service aspect of public employment. This celebration provides an excellent platform for recognizing and rewarding deserving employees at ODU! A list of ideas is provided for your consideration in planning recognition for the employees in your department.

- Hosting a breakfast, lunch, ice cream social or picnic in your department.
- Printing and distributing departmental t-shirts
- Have a drawing for a prize(s) (perhaps tickets to an ODU sporting event)
- Printing certificates of appreciation.
- Developing a list of departmental accomplishments.
- Providing individual letters of appreciation to employees.
- Purchase movie tickets or gift certificates (use internal recognition program budget).



In her message to agency heads, Sara R. Wilson, Director of Human Resources for Virginia wrote: "I encourage you to use Virginia Public Service Week as a way to salute the heroes in your agency who go above and beyond to serve the citizens of the Commonwealth."

Agencies are asked to submit nominations for a variety of awards and the winners are announced during VPSW in Richmond. ODU submits the names of employees who have been selected for various awards during the preceding year as nominees for the Governor's Awards. The following nominations were made this year:

Governor's Award for Agency Star – Katrina Davenport, CBPA (HACE Employee of the Year 2006)

Governor's Award for Career Achievement – Jemima Addico, Student Health (2006 Footprints Award)

Governor's Award for Community Service and Volunteerism – Nancy Bagranoff, CBPA (J. Worth Pickering Administrator of the Year)

Governor's Award for Customer Service, Jennifer Ellis, Education Curriculum & Instruction (2006 HACE Rookie of the Year)

Governor's Award for Innovation, Scott Harrison, Student Affairs (ODU Customer Relations Employee of the Year 2006)

Governor's Award for Teamwork, Dwight Williford, Facilities Management (Admin and Finance Gazelle Award 2006)

SICK LEAVE FOR MEDICAL APPOINTMENTS

Policy permits classified employees to use sick leave for medical appointments that cannot reasonably be scheduled during non-work hours. Employees working 8:00 a.m. to 5:00 p.m., in most instances, must schedule medical appointments during work hours. Use of sick leave for "routine" appointments such as checkups and follow-ups should be limited to the time needed to travel to the appointment, be seen or treated, and travel back to work. Except in unusual circumstances for which the employee has provided documentation, leave for doctor's appointments will not exceed a portion of the workday. Employees are expected to schedule appointments so that the disruption to the work unit is minimized. Normally this means scheduling appointments very early or late in the shift (or mid-day if the MD office is nearby.) If you have permitted employees to use eight hours (whole day) for a scheduled medical appointment, please notify your employees that sick leave for a medical appointment is permitted for reasonable travel time to and from the medical office plus time for the appointment itself. Please call Margaret Inge, extension 4399 if you have questions. Thanks.



Benefits



Connection



OPEN ENROLLMENT FOR HEALTH BENEFITS/FLEXIBLE REIMBURSEMENT ACCOUNTS

Open enrollment for health care insurance and medical/dependent care reimbursement accounts is April 16th – May 16th, with an effective date of July 1st for any changes.

The Department of Human Resources will provide information as soon as it is available. Please be sure that your mailing address is current with the Department of Human Resources to ensure that information is mailed to the correct home address.

TUITION ASSISTANCE FOR SUMMER SEMESTER

APPLICATION DEADLINE: MAY 1, 2007

Classified, faculty and faculty administrators may apply for summer tuition for three credit hours. There is no dependent/spouse tuition assistance for summer semester classes.

TUITION ASSISTANCE FOR FALL SEMESTER

APPLICATION DEADLINE: AUGUST 1, 2007

The Tuition Assistance policies are on the web at:
<http://www.odu.edu/af/humanresources/benefits>

General information and the application forms are on the web at:
<http://forms.odu.edu/browse.php?cat=4>