

## A Publication of the Department of Human Resources

### 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 EWPs submitted by department, 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 Falcon-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 service delivery for the Divisions of Academic Affairs, Enrollment Management and Athletics.

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

Ms. Falcon-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.

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## 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 that is mailed to your home address is sent 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>

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

Director of Human Resources: Glenda Humphreys

Editor/Employee Relations Manager: Kathy Williamson

Assistant Editor/Graphics Designer: Ray Gata

Contributing Writers: Margaret Inge, Barbara New, Marcha Schriver & Dave Hollembeak