

Department of Human Resources



Dave Hollembeak will be retiring July 1 after 14 years of service in the Department of Human Resources' benefits unit. Dave has been the Benefits Administrator since March 2009. During his tenure, Dave implemented "Benefits Tips" and streamlined numerous benefits processes. He played a key role in the plan administration requirements of the university's deferred compensation programs. We wish Dave many years of health and happiness and you'll probably see him at football and basketball games continuing to cheer for the Monarchs. The recruitment to fill the benefits position began last month.

Glenda Humphreys will be retiring July 1 after 26 years of service in the Department of Human Resources. Glenda has been the chief human resources officer since 1996. **September Sanderlin**, Director of Human Resources, will serve as the acting Vice President for Human Resources. The recruitment for the VP position will take place early next year.

Application deadline for the Summer 2011 HR Tuition Assistance Program is Monday, May 2, 2011

The Summer 2011 semester/sessions deadline for tuition assistance programs is Monday, May 2, 2011. Completed application with a copy of proof of registration are due in the Department of Human Resources by 5:00 p.m.

The Summer tuition assistance program is available to eligible classified, hourly, full-time faculty and full-time administrative and professional faculty. There is no Summer program for spouses and dependent children. Please visit the Human Resources' web page for eligibility and program policies: <http://www.odu.edu/ao/humanresources/benefits/tuition.shtml>.

The income cap for Tuition Assistance Eligibility is currently \$89,000. Annual income or income as it applies to the cap for Tuition Assistance Program eligibility is the employee's creditable annual compensation used to determine Old Dominion University's contribution to the employee's retirement plan (VRS or ORP). Any action which causes an employee's creditable annual compensation to exceed the \$89,000 cap (i.e. change from a faculty 10 to 12 month contract, negotiation of an increase due to a competitive offer or faculty participation in the academic affairs salary conversion program) will make the employee, their spouse and dependents ineligible for participation in the tuition assistance program.

Applications are available at:
http://forms.odu.edu/show_dept.php?dept=hr

For planning purposes, the deadline for the Fall 2011 semester is Monday, August 1, 2011.

Benefits

Open Enrollment -- Health Care and Flexible Reimbursement Accounts (FRA)**Friday, 4/15 – Monday, 5/16, 2011, Open Enrollment actions will be effective July 1, 2011****Open Enrollment**

GOOD NEWS!: Health Care costs are not increasing this year and there are only minor changes (increases) in covered services. Details will be mailed to employees at home the week of 4/4 and are available on line at:

<http://www.dhrm.virginia.gov/hbenefits/openenroll11/OpenEnrollment2011.html>.

The Department of Human Resource Management will conduct an **Open Enrollment presentation on Monday, 4/11 at 3:00 p.m. in the Cape Charles and Isle of Wight Rooms in Webb Center.** Optima representatives will be available to assist employees with any claims issues and with completion of their personal health profile. Common-Health nurses will also be available to conduct health screenings.

Healthcare: Employees may:

- do nothing and nothing they have will change
- enroll themselves and eligible* family members in health care
- change their health care plan (add or remove optional features)
- add eligible *family members
- remove family members
- cancel coverage
- add previously ineligible *children up to the age of 26 (See “Health Care Reform and You” at <http://www.dhrm.virginia.gov/hbenefits/ohbcommunications/spotlight/HealthReformInsert2011.pdf> for the new definition of dependent child.)

*Copies of eligibility support documentation will be required for all family members added during Open Enrollment (for a spouse: marriage certificate, page 1 of most recent federal tax 1040 form; for children: birth certificate, adoption agreement etc...).

Flexible Reimbursement (Medical & Dependent Care) Accounts (FRA): Employees may:

- enroll in an FRA
- re-enroll in a FRA. (FRAs do not automatically re-new.)

FRAs are designed for predicable expenses and unused and unclaimed funds are not refunded to the employee (“use it or lose it”). There is a monthly administrative fee \$3.67 for FRA’s. The FRA Source Book is located at:

<http://www.dhrm.virginia.gov/genlbenefits/flex/flexsourcebook1112.pdf>

“Go Green”, use EmployeeDirect (EDirect):

The State’s on-line health benefits enrollment and information system at <https://edirect.virginia.gov> is:

- handy, quick, easy, and paperless
- available 24/7 from your office or home computer

If you have not used EDirect, try it!

To register for the first time or if you have forgotten your Username, Password or Challenge Question Answer, you will need your State Health ID number. This is the seven digits of your Member Number on your COVA card, not your ODU ID number. You will also need your date of birth, last four digits of your SS# and your ODU e-mail address. If you do not have a COVA Card, contact the Benefits Office for your State/Health ID number.

Benefits

April is Distracted Driving Awareness Month!

What is the number one distraction behind the wheel - using a cell phone! Unfortunately, you are four times more likely to crash if talking on a cell phone. Hands-free is often considered a safe alternative, but studies show hands-free devices provide no safety benefit because it's the *conversation*, not the device that creates the danger. Cell phone use while driving isn't just a visual and manual distraction, but a cognitive distraction. In addition to taking their eyes and hands off the wheel, cell phone talkers take their mind off the primary task of driving. They display slower reaction times and tend to have difficulty staying in their lane. They are also less likely to notice exits, red lights and stop signs, as well as other relevant objects and visual cues.



Cell phone conversation is just one type of distracted driving. Texting while driving is extremely dangerous and illegal in Virginia- it increases your chances of a crash by up to 23 times. Other common distracting behaviors behind the wheel include tending to pets and children, reaching for a moving object, smoking, personal grooming, reading, eating and drinking, looking at an external object and drowsy driving.

Top 10 Tips to Minimize Your Distracted Driving

1. CHANGE YOUR WAYS and recognize the activities that distract you such as eating, conversing on the phone, or changing a CD.
2. MAKE A PLAN. Get directions, study your route, and check weather and road conditions.
3. MANAGE YOUR TIME so that you do not have to multi-task or drive aggressively on the road.
4. DON'T LET YOUR DRIVE TIME BECOME YOUR DOWN TIME.
5. SCAN the roadway to make sure that you are aware of others on the road at all times. Be prepared for the unpredictability of others.
6. CONCENTRATE on your driving. Make sure that you are not upset or tired when getting on the road.
7. PULL OVER to a safe place if you need to do something that will take your eyes and/or mind off of the road.
8. REDUCE THE USE! Use GPS and other technology sensibly. Program devices before you hit the gas.
9. TAKE A REFRESHER CLASS! A driver improvement class can raise your awareness and help you assess your driving behaviors and might save you money on your car insurance.
10. BUCKLE UP, EVERY TRIP, EVERY TIME. Making sure that everyone is properly buckled up is the best defense against distracted drivers.

Provided by: www.drivesmartva.org

Policy Updated

DHRM Policy 1.75 Use of Electronic Communications and Social media (formerly Use of the Internet and Electronic Communication Systems) has been updated and is now posted on the DHRM website (<http://www.dhrm.state.va.us/hrpolicy/pol175UseOfInternet.pdf>). The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees.

State agencies are responsible for ensuring employees access to read, understand, and acknowledge this policy. The policy stipulates that agencies are responsible for requiring and retaining acknowledgement statements signed by each user, acknowledging receipt of Policy 1.75. All faculty, classified and hourly employees will receive an email from the Old Dominion University Department of Human Resources providing access to this policy and an acknowledgement statement that must be signed and returned to the Department of Human Resources. Hard copies will be provided to those employees who have limited access to computers.

This policy establishes minimum standards for all state employees. Old Dominion University will adapt the DHRM policy to create a University policy using the University's established policy template and review process.

General Harassment Policy Implemented

President Broderick approved a new University Policy, 6330 – General Harassment Policy, which is posted on the University's Policy and Procedures website link: <http://www.odu.edu/ao/polnproc/>

Employees are encouraged to read and become familiar with this policy. Please contact the Office of Institutional Equity and Diversity at 3-3141 if you have any questions about the policy.

Tracking Wage Employee 1500 Hour Limit

This is a reminder that supervisors of wage employees must adhere to the 1500 hour limit as described in the University's Wage Employment Policy #6024. This policy states:

"Immediate supervisors, or other office staff, are responsible for verifying and approving wage employee work hours via web time entry each pay period. Upon reaching the 1,500 hour limit, the supervisor must initiate a letter to the wage employee that indicates no further work may be performed until the 365-day period is completed. A copy of this letter must be sent to the Department of Human Resources. The next 365-day period will be calculated beginning with the employee's subsequent date of rehire. Exceptions to the 1,500 limit can be approved by the President via the Department of Human Resources."

The E-1 Temporary employment data form also states that *"Supervisors are responsible for tracking work hours so that the employee does not work more than 1500 hours from begin date to one year anniversary of that date."*

Failure to monitor a wage employee's hours can result in a wage employee working the equivalent of a full-time employee. When the University has wage employees working the equivalent of full-time jobs without full-time job benefits, it creates the appearance of unequal treatment for those employees and could create future liabilities for the University.

Resources available to assist supervisors in tracking the employee's hours include the Department of Human Resources' Managers Toolkit for supervisors of hourly employees which can be located at: <http://www.odu.edu/ao/humanresources/managertool/>. This Toolkit includes the Departmental Checklist for Supervisors of New Wage Employees and a link to the Budget Office's Hourly Employee Tracking Template. This template is a tool to track wage employee hours and can be located on the Budget Office's website on their forms page at: <http://www.odu.edu/af/budget/development/templates.shtml>. Additionally, the Office of Finance is working with OCCS to develop and implement a Banner program that will be used to alert departments when an employee is reaching the 1500 hours limit. A warning limit of 1300 hours will be used. The Office of Finance will notify supervisors when this tool is available.

Should you have any questions please contact, Pam Harris, Staffing and Operations Supervisor, at ext 5131 or pharris@odu.edu.

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

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