



Recognizing Service

Old Dominion University's Service Awards Program begins recognizing classified service at five years during the annual university-wide recognition event. The size of the classified employee staff and cost of a large event limit recognition to five-year increments. Employment statistics reveal that the highest rate of employee turnover occurs during the first three years of employment. This information points to the need to implement recognition and retention efforts well before the five-year mark! Work units may want to establish plans to celebrate employee "anniversary dates" to fill the gap between hire date and the first formal service recognition! Larger departments that hold meetings for all staff could include recognition of the employees whose anniversary date falls within the current month or quarter. A departmental "certificate of appreciation" could be presented at the quarterly or monthly meeting. Smaller work units could recognize anniversary dates at a monthly "departmental coffee break." Anniversary cards or gift cards are also simple, low-cost recognition awards. Tips for making this type of recognition effective include: involving the whole work unit in the recognition "event", however simple, and presenting the recognition timely – as close to the anniversary date as possible.

Telecommuting

Managers and employees are reminded that before an employee may telecommute - whether occasionally or continually, the telecommuting arrangements must be documented in a signed written agreement on file with Human Resources.

Telecommuting for ODU is governed by the provisions of the Department of Human Resource Management (DHRM) Policy 1.61 Telecommuting. The policy states that telecommuting assignments do not change the conditions of employment or the requirement for compliance with all policies. For example, employees are expected to work 40 hours each week and must document work and leave using the appropriate forms.

The telecommuting policy can be accessed via the Human Resource Department webpage at: <http://www.odu.edu/af/humanresources/policies/>.

Please contact Glenda Humphreys for questions about this policy or to request the official telecommuting agreement form.

FREE Recognition Resource!

In a recent email message to university supervisors, HR introduced a new and exciting tool for expressing appreciation to employees for their efforts and successes. O.C. Tanner is a vendor that provides a variety of recognition items and they are one of two companies that the Commonwealth has contracted with for recognition services. They offer an e-card service that is free and available for your use. Supervisors and managers are encouraged to go to the web site: <https://www.thanks.com/odu/>. Click on "my account" and then "establish account" to set up your personalized tool! With your own account you can access a variety of interesting animated e-cards to send to your employees to say "thanks" and/or to acknowledge their work. New e-cards are added each month—so supervisors can use this tool frequently without exhausting the many card options. Challenge: Set up a schedule for yourself and send one e-card to each of your classified employees each quarter this fiscal year. See what a difference this simple form of recognition can make in your work unit!



Recognition is a leadership tool that sends a message to employees about what is important to the supervisor and the behaviors that are valued. Managers can use this tool to help employees understand how their jobs contribute to the agency's overall goals and how their performance affects the achievement of those goals. Often people have come to accept the notion that an employee is paid to do their job. So why should they be praised for doing what they're paid to do? Praise of an employee reinforces, recognizes and motivates behaviors that you, as the manager, want to see. Recognition can be delivered in a number of ways. The easiest form of recognition available to you is just saying: "Thanks." Praise is inexpensive and it only takes a few minutes to reap days of increased productivity and high morale. Jim Brintnall, author of "What Makes a Good Reward?" says that recognition has to be **SMART!** That means that rewards should be:

- **Sincere.** Above all else, a good reward should reflect a genuine expression of appreciation. Token acknowledgements leave something to be desired.
- **Meaningful.** To endure a motivating influence, rewards should be aligned with the values, goals, and priorities that matter the most.
- **Adaptable.** The diverse workplace demands alternatives. Consider creative options to keep your program fresh. No single reward format works for everyone all the time.
- **Relevant.** Some personal dimension is essential to a good reward. No matter how formal or informal, expensive or affordable, the relevance of any recognition will be improved with a personal touch - it's a little thing that makes a big difference.
- **Timely.** It is important that rewards respond to the behavior they are intending to reinforce. Don't let too much time pass or the reward may be devalued and credibility eroded.

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Short Term Disability or Extended Sick Leave

Supervisors are reminded that either they or their employee must contact Human Resources prior to going out on short term disability or extended sick leave. Supervisors or the employees also must contact Human Resources the first day they return.



Overtime and FLSA Regulations

Please be reminded that when non-exempt employees work over 40 hours in a work week they are owed overtime compensation in time or money. When we know - or should have known - that employees are working over 40 hours, the University must compensate the employee or be liable for violating this Federal regulation. The Hours of Work Policy requires that overtime hours be approved in advance by the supervisor. When an employee works overtime without prior approval, we still **MUST** compensate them for the time worked at the rate of time and one-half. Disciplinary action should be considered so that the employee does not continue to work overtime without prior approval. Supervisors are responsible for monitoring and reporting employee work hours accurately. Thanks for your cooperation in this matter - we don't want to meet in court!

Movin' on-line...



An enhancement to the People Admin on-line employment system will be implemented this summer. The new software will give us the ability to create, store, and update classified employee work profiles in a paperless environment. Supervisors will be able to use the system to create new positions, propose changes to existing positions, and route such requests electronically. **Be on the lookout for more information!!!!!!**

Reminder - Supervisory Changes

Managers are responsible for notifying the Department of Human Resources immediately when supervisory changes are made that impact classified employees. The department organizational chart should be revised to show the new reporting structure and/or new supervisor's name and a copy of the org chart sent to HR. If the new supervisor is in a position with a different number, the change should be entered on the employee's EWP.

HR uses the current supervisory data to correspond with departments regarding numerous important processes including performance evaluations, pay issues, invitations to university-wide recognition events, and other important functions. Notifying HR promptly ensures that you and your classified staff will receive important information timely.

Supervisory changes should be reported in writing (e-mail or memo) to Margaret Inge (minge@odu.edu) and must include the effective date of the change.

Classified Employee Guidebook and Wage Employee Guidebook

The "2004 Classified Employee Guidebook" and the "2005 Wage Employee Guidebook" have been revised and reprinted. Copies of the 2006 editions are available at the HR website. Please discard (recycle) the outdated copies of these publications.

Copies of the new Classified Guidebook have been sent to all current full-time classified staff via campus mail. New classified employees are given a copy of the Guidebook during New Employee Orientation. The revisions to the Wage Employee Guidebook were minimal. New wage employees will receive Wage Employee Guidebooks from their supervisors upon hire as in the past.

Benefits



Connection

Think About Taking A Class This Fall

Are you thinking of going back to school to get a degree, take classes to enhance your skills in your present job, or to improve your chances of being promoted at Old Dominion University?

Do you have children who are coming to Old Dominion University or does your spouse want to come to Old Dominion University? If the answer is "yes" and you are an employee (classified, hourly, faculty or faculty administrator) you may be eligible to participate in the tuition assistance programs administered by the Department of

Human Resources.

Detailed program information and application forms are available on the Human Resources web page – click on "Benefits."

The Fall 2006 semester deadline for all tuition assistance programs is **August 1, 2006. The Department of Human Resources will accept Fall applications as soon as you are registered.**

If you have questions after you read the information, please call the Benefits Office at 3-4237.