



POLICY UPDATES

The Department of Human Resource Management (DHRM) in Richmond has updated four State policies effective June 10, 2007. Please note the following key points about the updates:

Policy 2.20 Types of Employment - was updated to include the non-covered status of "university employees" for the institutions with Level 3 authority.

Policy 4.05 Civil and Work - Related Leave - this policy was formerly known as Administrative Leave; no longer covers employees appearing in traffic court; limits paid leave for certain other court appearances; covers an employee's first visit to DHRM's Career Center and one subsequent visit per leave year; incorporates paid and unpaid leave provisions for crime victims as defined by HB3132. The leave code for civil and work-related leave will remain "ADM Leave."

Policy 3.15 Overtime Leave - expands on notification of use of overtime leave; clarifies how an agency can choose to award overtime leave instead of overtime pay. A department may establish a policy that it provides OT leave and not OT pay. Human Resources will consult with the departments that have a significant amount of OT activity to determine if they want to implement the OT leave policy option. Whichever form of OT compensation is selected, similarly situated employees must be treated consistently.

Policy 4.25 Holidays - clarifies that an employee must work or be on paid leave the day before the holiday **and** the first scheduled work day after the holiday to receive pay for the holiday; provides details on calculating holiday pay or compensatory leave for employees with alternate work schedules.

Full copies of these policies may be viewed on the DHRM website: <http://www.dhrm.state.va.us/hrpolicy/policy.html>

NEW POLICY

The Commonwealth's Department of Human Resource Management (DHRM) has issued Policy #4.52, Public Health Emergency Leave, effective June 10, 2007. The policy applies to all state employees, including faculty and wage employees. The purpose of the policy is to protect the health of state employees and the public, and to provide continuity of services during times of pandemic illness. It requires state agencies to provide eligible employees with a specific amount of paid leave annually (up to 80 hours) only when Communicable Disease of Public Health Threat conditions have been declared by the State Health Commissioner and the Governor.

The University will develop written procedures consistent with this policy to address employee communication and unique staffing and business needs. We must also develop supplemental plans and/or procedures that address staffing and safety and health issues unique to 24/7 operations where custodial responsibility for students may necessitate additional measures.

Policy #4.52 Public Health Emergency Leave can be found at: <http://www.dhrm.state.va.us/hrpolicy/policy.html>

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FEDERAL MINIMUM WAGE INCREASE

On May 25, President Bush signed legislation increasing the federal minimum wage for the first time since 1997. The increase will be implemented in three installments beginning with an increase to \$5.85 effective July 16, 2007. Only student pay rates are impacted by this change.

The student wage scale has been revised to reflect the change. Effective July 16, 2007 the minimum starting pay for students in Group I will be increased to \$5.85. Students employed in Group I with pay rates of less than \$5.85 per hour will receive an hourly pay increase effective July 16. A central allocation to fund the increase will be made. Please contact Sandra Ianuzi in the Office of Finance with questions.

STUDENT PAY RATE GUIDELINES

	GROUP I	GROUP II	GROUP III
Starting Skill Level	Minimal skills	Moderate skills	Advanced skills
Typical educational level might be:	First year students	2nd - 3rd year students. Students with 12-15 credits in the field of employment or some work experience.	Seniors and grad students, students with prior work experience, students with certification or specialized training.
Minimum start pay	\$5.85/hour	\$7.45/hour	\$10.70/hour
Pay Range	\$5.85 - \$7.20/hour	\$7.45 - \$10.45/hour	\$10.70-\$20.70
Typical jobs	Grounds work, filing, photocopying, answering phones, assisting with mail, athletic room monitor, mailroom assistant, food services, cashier, ticket taker, usher, student escort, receptionist, computer lab worker.	Secretary, data entry, computer tech, assistant, recreation leader, life guard, aerobics instructor, teacher's aide, database or spreadsheet manager, computer lab worker, peer advisor, lab mechanic assistant, info desk worker, test grader, audio visual tech, research assistant, production assistant, water safety instructor.	Graphic artist, photographer, LAN administrator trainee, experienced tutor, audio visual specialist, public relations assistant, training specialist, LPN, dental technician, programmer, telecommunications specialist, athletic professional, senior research specialist, computer engineer, translator, interpreter.



Benefits



Connection



TUITION ASSISTANCE FOR FALL SEMESTER -- APPLICATION DEADLINE: AUGUST 1, 2007 5:00 PM

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>