

A Publication of the Department of Human Resources

Employee Assistance Program (EAP) – Valuable Resources and Information

Did you know that our EAP program includes a web site with hundreds of articles, interactive programs and ideas on dozens of topics?

Check it out: <https://www.achievesolutions.net/covacare>

If you click on the "Work and Personal Growth" bar on the left side of the screen you will be given a list of topics including: Burnout, Career Development, Changing Jobs, Communication, Conflict Management, Effectiveness, Managing Emotions, Mental Fitness, Self-esteem, Support Network, Time Management, Work/Life Balance, Working with Different Cultures and Working with Others. Are you challenged by any of these issues? Click on the "GO" button beside a topic and you will find informative articles, skill building ideas, related topics and interactive learning programs! Free – confidential – and at your fingertips!

NEW POLICY

Policy #4.52, Public Health Emergency Leave.

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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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 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 4.05 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 "Admin Leave."

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>

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>



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