

Performance Document Management Fee

Effective July 1, 2009, Human Resources will charge a \$50.00 late fee to departments for each classified evaluation that is not submitted by close of business on October 25 and for each classified position description/performance plan that is not certified by close of business on December 1.

The time line for classified employee annual performance evaluations and position description review/certifications has not changed during the past 10 years. Evaluations may be submitted anytime between August 10 and October 25 each year. Position descriptions are certified anytime after the evaluation is completed and not later than December 1st.

Both processes are initiated by supervisors in PAPERS software and sent electronically to the reviewer for approval prior to the supervisor meeting with the employee to review. The evaluation process concludes with the supervisor's electronic submission of the evaluation to Human Resources – not later than October 25. The position description certification concludes with the employee's electronic submission of the position description to Human Resources – not later than December 1.

Human Resources continues to offer on-line training modules, on-going one-on-one assistance to supervisors and employees about the evaluation and certification processes and the PAPERS software and classroom training sessions each year. Despite the advance notice and on-going service available (and the fact that this process is the same every year) many evaluations and certifications were not submitted timely. Considerable work hours have been required following up with supervisors who have not submitted evaluations on time and other work and service are negatively impacted.

External factors will be taken into consideration and certain situations are exempt from the fee such as when an employee is out on short term disability or active military duty THROUGHOUT September and October. Employees and/or supervisors who expect to travel or be on leave at the end of October should plan to have evaluations submitted to Human Resources prior to the deadline in order to avoid the late fee.

Decisions about exemptions to the late fee will be at the discretion of the Director of Human Resources. Fees collected will be used to support the annual recognition program for classified employees.

If you have any questions about this process, please contact Kathy Williamson at 683-4564 regarding evaluations or Nadine Faulcon-Johnson at 683-3067 regarding position descriptions.

Extraordinary Contributors

Attention Supervisors! If you supervise an employee who has made a significant contribution to your work unit – either a specific project or activity OR on-going consistent excellence – the time to acknowledge that contribution is NOW! Best management practices guide us to acknowledge employee contributions immediately. The Performance Planning and Evaluation Policy says:

"Extraordinary Contributor: This rating recognizes the work that is characterized by exemplary accomplishments throughout the performance cycle and performance that considerably and consistently surpasses the criteria of the job function. To be eligible to receive an overall rating of Extraordinary Contributor, an employee must have received at least one documented Acknowledgement of Extraordinary Contribution form during the rating cycle. However, receipt of this form does not guarantee or necessarily warrant an overall rating of Extraordinary Contributor (emphasis added)."

If you determine that your employee's performance warrants an overall evaluation rating of Extraordinary Contributor, you must have acknowledged that employee's contribution PRIOR TO the evaluation period (starts August 10)! The only exception to this requirement is if the employee's extraordinary contribution OCCURS during the August/October evaluation processing time-frame.

The Acknowledgement of Extraordinary Contribution form is available at the HR website. It requires several approvals and should be presented to the employee once the approval signatures are obtained. A copy of the form must be electronically attached to the evaluation to support an overall extraordinary rating.

HR cannot accept Acknowledgement of Extraordinary Contribution Forms that are generated at the conclusion of the evaluation cycle to support the overall Extraordinary rating. If this occurs, supervisors will be required to reduce the rating to Contributor. Supervisors are encouraged to take time now to acknowledge the extraordinary contributions of their employees – so that they are positioned to award the overall extraordinary contributor rating on the annual evaluation.

Please contact Kathy Williamson at 683-4564 if you have questions or need assistance with this important feature of performance management!

Introducing Tina Bracey New Human Resources Generalist



We are happy to introduce Tina Bracey, the newest member of the HR Team. Tina has a Bachelors degree in Business Administration and brings more than 12 years of experience in a variety of Human Resources generalist positions in the private sector throughout Virginia. Tina will split her time between working with Nadine Faulcon-Johnson performing compensation/classification functions and performing employee relations functions with Kathy Williamson. Tina can be reached at 683-3046.

Fall 2009 Human Resources' Tuition Assistance Program Deadline

The Fall 2009 semester deadline for the tuition assistance program is Monday, August 3, 2009. Completed application and proof of registration must be delivered to the Department of Human Resources by 5:00 p.m.

The income cap for Tuition Assistance eligibility is \$89,000. Annual 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).

Please visit the Human Resources Benefits web page for applications and additional information about the Tuition Assistance Program. <http://www.odu.edu/af/humanresources/benefits/>.

If you have questions after you read the information, please contact Natalie Watson at nwatson@odu.edu or the Benefits Office at 683-4237.

Financial Planning Guidance Available

The Virginia Credit Union (www.vacu.org/state/resources.asp) has assembled helpful resources to assist state employees and their families in dealing with pressing financial needs brought on by the current economic situation.

At the Old Dominion University Credit Union a representative is always available to discuss free credit counseling. The Hampton Blvd and Webb Center branches are open Monday through Friday from 9:00 a.m. – 4:00 p.m.

Value Options (<http://www.optimaep.com>) and Optima EAP (<https://www.achieve-solutions.net/achievesolutions/en/covacare/Home.do>), the state employee assistance programs, also offer financial planning assistance.

Cell Phone Discounts for Old Dominion University Employees

T-Mobile, AT&T and Verizon Wireless offer discounts to Old Dominion University employees. To receive the discount, present your ODU employee ID card or a printout of your pay stub to Verizon Wireless, T-Mobile or AT&T store personnel. The discount may not apply unless the account is in the employee's name and may or may not apply to existing accounts.

Human Resources Website Revamped

Your Human Resources team has worked hard to update and revamp the Human Resources Website for you! Our intention is to improve the quality of the information available to users and to make it easier to navigate throughout the site. Our new URL address is

<http://www.odu.edu/ao/humanresources/>.

We welcome your feedback about the new format. Send your comments to:
Ray D. Gata,
rgata@odu.edu.

Come and visit often!



Workers' Compensation Supervisor & Employee Checklist

What to do when an employee has a work-related accident and is injured:

- If it's an emergency, seek immediate medical treatment.
- Immediately report accident/injury to your supervisor immediately.
- Complete and sign Employee Accident Report (2 pages) and give it to your supervisor to sign.
<http://www.odu.edu/ao/humanresources/forms/wc1.pdf>
- Select one of the panel physicians listed on this form (<http://www.odu.edu/ao/humanresources/forms/wc1.pdf>) and seek medical treatment from the selected panel physician. Treatment received by other than your panel physician or a physician/provider your panel physician refers you to, may not be covered by Workers' Compensation.
- If you are given a prescription, contact Human Resources Benefits Unit for a pharmacy form.
- Send the completed form to Human Resources Benefits Unit within two business days. (Fax: 683-3064)
- If you are enrolled in VSDP and will miss more than 4 to 5 days of work, contact the VSDP administrator: UNUM at 1-800-652-5602.

What to do after the employee has reported the accident/injury and received medical treatment:

Employee

- Keep your supervisor and Human Resources informed of absences, work restrictions or job modifications.
Provide a copy of all doctor's notes to your supervisor on the date the note is written. Follow-up with the panel physician as needed.
- Follow the recommended treatment plan set by the panel physician.
- Forward all medical bills received to Human Resources.
- Contact Human Resources if your injury has resulted in a "serious health condition" or you have missed more than 3 days from work.

Supervisor

- Promptly keep Human Resources informed of the employee's status (lost time from work, light duty etc.).
Provide copies of all doctor's notes to Human Resources. Communicate with the employee, keep in touch and informed.
- Do not excuse the employee from work without a doctor's note excusing the employee. If in doubt, contact Human Resources.
If the employee wishes to take personal leave instead of working light duty, contact Human Resources immediately.
- Complete a Return-to-Work form indicating the employee's temporary light duties and forward it to Human Resources.
(<http://www.odu.edu/ao/humanresources/forms/returntowork.pdf>)

Employee & Supervisor

- Comply with work restrictions and light duty prescribed by the panel physician.
If the panel physician prescribes light or modified duty, report to work; modified, light or transitional duty will in most cases be available.
You are not excused from reporting for duty unless the panel physician excuses you.
- Report any time away from work on a manual time sheet for the entire pay period. Do NOT submit a time sheet in Web Time Entry for a pay period in which the employee has lost time due to their accident/injury. Time missed as a result of the accident/injury should be reported as Workers' Compensation Leave on the manual time sheet. (Please download the appropriate manual time sheet (non-exempt or exempt). http://www.odu.edu/af/finance/facultystaff/facultystaff_forms.shtml)

For questions, call Chandra Benson at (757) 683-4196 or email at cbenson@odu.edu

STUDENT PAY RATE CHANGES

In May, 2007 legislation was signed to increase the federal minimum wage. ODU has been revising the student wage scale in the same three installments implemented by the federal government. The final installment is effective July 16, 2009 and is reflected below.

Effective July 16, 2009 the minimum starting pay for students in Group I will be increased to \$7.25/hour. Students employed in Group I with pay rates less than \$7.25 per hour will receive an hourly pay increase effective July 1, 2009. Please contact Sandra Ianuzi in the Office of Finance with any 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 graduate students, students with prior work experience students with certification or specialized training.
Minimum start pay	\$7.25/hour	\$8.15/hour	\$11.40 hour
Pay Range	\$7.25 - \$7.90/hour	\$8.15 - \$11.15/hour	\$11.40 - 21.40
Typical jobs	Grounds work, filing, photocopying, answering phones, assisting with mail, athletic room monitor, mailroom assistant, cashier, ticket taker, usher, student escort, receptionist, computer lab worker	Secretary, data entry, computer technician, assistant, recreation leader, life guard, aerobics instructor, teacher's aide, database or spreadsheet manager, computer lab worker, peer advisor, lab mechanic assistant, information 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

Managers have the discretion to determine the starting pay rate, and to increase the rate of pay for students who remain employed in the unit on an on-going basis to acknowledge the increased skill, reliability and contribution to the work unit.

United We Serve Encourages Volunteerism

President Obama recently announced a new summer service initiative. United We Serve is a sustained, collaborative and focused summer-long effort to meet community needs and make service a way of life for all Americans. As Americans and Virginians, we have a unique opportunity to come together and solve our nation's most vexing problems. Governor Kaine encourages Virginians to organize friends and neighbors within our community, identify unmet needs, create service projects, and network with others who have similar skills or interests. The initiative will encourage participation across a wide range of service areas, with particular emphasis on projects that address the economic situation and help America recover. The areas of emphasis are:

- *Promoting clean energy, energy efficiency, and public land restoration;
- *Education and literacy;
- *Increasing health care access, public health awareness, and prevention;
- *Providing community renewal to areas hardest hit by the economic crisis.



Classified employees and AP faculty are reminded that 16 hours of Volunteer Service Leave are allocated annually for the purpose of community service. You are encouraged to look for and participate in volunteer opportunities in your community and/or to create and register your own project at www.serve.gov. Your support of this important initiative is appreciated.

You Are Doing a Great Job

Employees are motivated to do their best when they are encouraged by and engaged with their supervisors about their work. Effective supervisors engage employees' heads and their hearts. A friendly and nurturing atmosphere at work plays a huge role in employee retention; it fosters loyalty to the organization and creates a sense of ownership. Recognition of employee success is one tool that a good supervisor cannot afford to disregard.

Recognition does not have to cost money. Below are just a few techniques from "How to Recognize and Reward Employees" by Donna Deeprise that you might want to implement:

- Start every work unit meeting with praise for accomplishments and behaviors since your last meeting.
- When appropriate, circulate a thank-you letter signed by everyone in the work unit. This may be especially appropriate for under-recognized support personnel.
- Talk with employees about what they need to learn and do to progress to the next level in their career field.
- Arrange to have an article in the department newsletter describing the accomplishments of an employee or your work unit.

Other ideas include:

- Use the Acknowledgement of Extraordinary Contribution form to document employee work that exceeds expectations.
- Use the Immediate Recognition form to acknowledge individual or team success. In addition to cash gifts, supervisors may award up to 5 days of recognition leave per calendar year.

According to Roy Saunderson, president of the Recognition Management Institute, the following management characteristics have a direct measurable impact on morale, performance and employee willingness to go the extra mile:

- Employing a management philosophy that puts people first
- Encouraging a creative culture
- Listening to and caring for employees

Resources for Managers

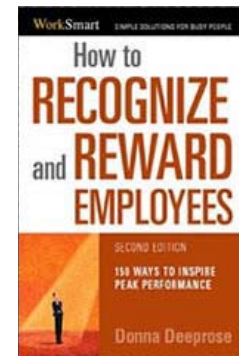
The Manager's Guide to Rewards: What You Need to Know to Get the Best for-and from-Your Employees by Doug Jensen; Tom McMullen; Mel Stark - Hay Group

<http://proquest.safaribooksonline.com/9780814408865>.



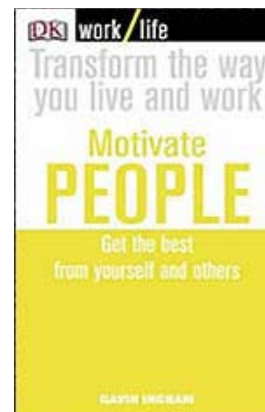
How to Recognize & Reward Employees: 150 Ways to Inspire Peak Performance, Second Edition by Donna Deeprise

<http://proquest.safaribooksonline.com/9780814473313>



Motivate People by Gavin Ingham
Published in 2007

<http://proquest.safaribooksonline.com/9781405317511>



GOVERNOR KAINE ANNOUNCES FINANCIAL TRAINING AND LOAN PROGRAM FOR STATE EMPLOYEES

- Virginia State Employee Loan Program to assist state employees with short-term needs and long-term financial literacy and planning -

RICHMOND - Governor Timothy M. Kaine today announced the establishment of the Virginia State Employee Loan Program, a unique partnership to help meet the short term loan needs of state employees as they manage through the worst economic crisis in generations. The pilot program, a partnership between the Commonwealth of Virginia Campaign (CVC) and Virginia Credit Union (VACU), will offer small loans \$100 to \$500 to state employees facing financial difficulties. As a requirement of the loan, borrowers will complete an on-line financial fitness course and exam to keep them on sound financial footing.

"This program will allow our state employees to receive small loans without having to go to predatory lenders," Governor Kaine said. "If the Commonwealth can offer this kind of program, other large employers may consider similar initiatives of their own."

Participants in the State Employee Loan Program must be a non-probationary state employee and a member in good standing with the VACU. Participants must be a member of the VACU, maintaining at least \$5 in a savings or checking account. To qualify for a loan, participants must successfully complete an online financial fitness course followed by a 10-question financial literacy exam.

The loans will carry an APR of 24.99 percent and will be payable over six months with no prepayment penalty. Loans will be repaid through direct debit from employee's VACU checking or savings accounts, in up to 12 semi-monthly payments. Employees can have only one loan at a time and may apply for a maximum of two loans annually. There will be no credit check for loans and the loans will not be reported to credit agencies.

A \$100 loan will be repaid in semi-monthly payments, with a total repayment cost of about \$108. A \$500 loan will be repaid in semi-monthly payments, with a total repayment cost of about \$540.

"We are proud to collaborate with the Commonwealth of Virginia Campaign and help administer this program to benefit state employees," said Jane Watkins, President/CEO of Virginia Credit Union. "Financial education is a major focus of Virginia Credit Union and we are pleased to see an educational component as part of the program."

Loans will be backed by the Virginia State Employee Assistance Fund (VSEAF), a 501(c)3 charity administered by the CVC team within the Department of Human Resource Management. Both CVC and VSEAF programs are run by state employees for state employees, and are funded solely from employee contributions, with no state tax dollars involved.

The Commonwealth of Virginia Campaign (CVC) facilitates state employee giving in Virginia. In the 2008 campaign, more than 24,000 employees gave \$4.4 million. Employees may designate their gift to a specific charity (or multiple charities), to all the charities in their part of the state, or to all the charities in the campaign. With over 1300 charities, there are plenty of choices for employee giving. In the last 10 years, the CVC has raised over \$35 million for charities.

To obtain further information and a loan application form, employees should go to the DHRM website - employee loan page at: <http://www.dhrm.virginia.gov/vaemloan/>.

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