

Resource

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Recent Concern

Workplace bullying is becoming more commonplace in organizations across the nation. People who experience workplace bullying, directly or indirectly, report feeling sick the night before the start of the workweek. They constantly feel agitated and anxious, experiencing a sense of doom, waiting for bad things to happen. Are you working with a bully? You may be if you experience or witness:

- put-downs, insults, belittling comments or name calling.
- unreasonable demands such as impossible deadlines or work volume.
- excessive or harsh criticism of work or abilities.
- yelling, screaming, cursing at work.
- someone barking about being the boss and demanding obedience.
- threats about job loss or job change.
- deliberate actions to humiliate, intimidate, undermine or destroy another person.
- the withholding of resources (time, information, supplies, support, goals) necessary for someone to succeed at work.

Occasionally some of our university employees report having witnessed or experienced these types of behaviors. A few report that “friendly” teasing and bantering are common in the department and that recently the teasing has become offensive to them – they have felt insulted and/or hurt.

Are the employees in your work unit treating others in a way that meets the Old Dominion University Code of Ethics standard? The Code of Ethics specifically states: “*We will nurture a climate of care, concern, and civility towards others.*”

Supervisors are encouraged to speak with employees about how joking and teasing are easily misunderstood. If bantering “in fun” results in the intimidation of another person, employees may be subject to disciplinary action for violating the Workplace Harassment Policy or the Standards of Conduct Policy. Whether employees intentionally intimidate or hurt another, they are accountable for the impact of their words and actions.

If your assessment of your work unit reveals a permissive atmosphere where the potential for bullying or offending others is present, it is important that you take steps to change the environment. HR will be happy to partner with you to develop plans for addressing the issue and design strategies for developing teamwork without insults. Please contact Kathy Williamson if you have questions about this important issue.



**Position
Action
Performance
Evaluation &
Recruitment
System**

PAPERS/Evaluations –Training Workshops

Two workshop dates are still available for employees and supervisors who want an orientation to the screens used to complete the annual classified evaluations in PAPERS:

Tuesday October 9, 1:30 – 2:30 Supervisors and Reviewers
Wednesday October 10, 10:30 – 11:30 Employees
To register for one of these sessions, go to:
<https://periwinkle.ts.odu.edu/surveys/UFH3MK/>

Classified employee annual evaluations must be transmitted electronically to Human Resources not later than October 25, 2007. Employees whose evaluations are late may not receive their pay increase on time. Supervisors who have questions about the evaluation process should contact Kathy Williamson (extension 4564).

Certifying Position Descriptions for New Performance Cycle

After evaluations are completed, position descriptions should be reviewed, revised if needed, and certified for the new performance cycle. All position descriptions should be certified by December 1, 2007.

Congratulations! The first evaluations completed in our PAPERS on-line software have been successfully submitted to HR! **Lisa Hall**, supervisor, and **Edie Barnett**, reviewer, submitted two completed evals on September 17! Congratulations to **Lisa** and **Edie!** ★

Classified and Hourly Recruitment Additional Forms and Procedures

Based on a recent audit, Human Resources has added some additional steps which must be followed and forms which must be completed by supervisors recruiting to fill classified and hourly positions. When you are recruiting a position, please carefully read all e-mails from the HR staff person handling your recruitment as important information and forms will be sent to you via these e-mails.

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Community Care Day October 12, 2007

Old Dominion will sponsor its fifth annual Community Care Day on Oct. 12. Employee volunteers are needed to perform a variety of services including trash pick up, landscaping and gardening, shelter beautification, projects with children and the elderly, book shelving, painting and organizing donations for the needy. Volunteer opportunities will be offered in shifts so employees can participate without disrupting the university's academic and operational schedule. To register as a volunteer visit www.odu.edu/ccd.



The university has partnered with more than 20 local and national philanthropic organizations, including the American Red Cross, the FoodBank of Southeastern Virginia, FORkids, Southside Boys and Girls Club, and Suited for Success.

Community Care Day was established in 2002 under the direction of President Roseann Runte for Old Dominion to make Hampton Roads a better place in which to live and learn. “The day gives people an opportunity to show that they care,” said Cecelia Tucker, director of community relations.

Guidelines for using volunteer service leave are posted on the Community Care Day site.

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INCLEMENT WEATHER POLICY



During the winter months, certain weather could result in the University's closing. When the University is closed due to inclement weather or emergencies, only "designated" employees are required to report to work.

Employees should check with their supervisors to determine if they are designated employees.

Old Dominion University Contact Points

www.odu.edu
Campus Operator – 683-3000

Television Stations

WTKR (CBS) 3
WAVY (NBC) 10
WVEC (ABC) 13
WHRO (PBS) 15

Newspaper

The Virginian Pilot
Daily Press

For more information, please reference the University's Inclement Weather and Emergencies Policy 1020 at: <http://www.odu.edu/ao/polnproc/>

Old Dominion University offers a free emergency alert text messaging system. For more information visit <https://www.odu.edu/oduhome/alerts/alerts.shtml>.

H	Wednesday	November 21, 2007	Close at noon
O	Thursday	November 22, 2007	Thanksgiving Day
L	Friday	November 23, 2007	Holiday
L	Friday	December 21, 2007	Holiday
I	Monday	December 24, 2007	Christmas Eve
I	Tuesday	December 25, 2007	Christmas Day
D	Wednesday	December 26, 2007	Holiday
A	Thursday	December 27, 2007	Holiday
A	Friday	December 28, 2007	Holiday
Y	Monday	December 31, 2007	Holiday
S	Tuesday	January 1, 2008	New Year's Day

BENEFITS CONNECTION



Tuition Assistance Program Deadline – Spring 2008

The **Spring 2008** semester application deadline for all tuition assistance programs administered by the Department of Human Resources is **Monday, December 3, 2007. Applications and proof of registration must be in the Department of Human Resources by 5:00 p.m.**

The tuition assistance programs are for classified, hourly, full-time faculty, full-time faculty administrators, their dependents and spouses. Please visit the Human Resources web page to find out more about the programs. <http://www.odu.edu/af/humanresources/benefits/>.

Additional information, applications and related forms may be obtained from the Human Resources Forms page.

<http://forms.odu.edu/browse.php?cat=4>

If you have questions, please call Natalie Watson in the Benefits Office at 3-4237.



The Old Dominion University Benefits Office Announces The 2007 Benefits Fair Benefits Information, Prizes & Lots of Fun

Who is invited:

Old Dominion University Part-time & Classified Employees, Full-time Faculty, and Faculty Administrators

Day: Wednesday, October 31, 2007

Time: 7:30 a.m. to 3:30 p.m.

Where: North Mall of the Webb University Center

Participants:

Ameriprise Financial Services
Anthem Blue Cross Blue Shield
Cigna Long Term Disability & Accidental Death (Open Enrollment)
Commonhealth
COSTCO
Equitable/AXA Advisors
Fidelity Investments
Great-West Retirement Services
HACE
Legal Resources (Open Enrollment)
Lincoln National
MassMutual
MetLife
Old Dominion University Credit Union
Old Dominion University Parking Services
Old Dominion University Recreational Sports
Old Dominion University Payroll Office
Social Security Administration
Student Health Services
TIAA/CREF
Travel Counselors, Inc
Value Options, Inc
VALIC
Virginia Retirement System
Waddell & Reed



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