

## Is Telework An Option for Your Employees?

The Commonwealth of Virginia and ODU promote teleworking as a means of achieving administrative efficiencies (e.g. reducing office and parking space), reducing traffic congestion and transportation costs, supporting continuity of operations plans, and sustaining the recruitment and retention of a highly qualified workforce by enhancing work/life balance. Teleworking is a work arrangement in which supervisors direct or permit employees to intermittently or consistently perform their usual job duties away from their central workplace, in accordance with a pre-approved written agreement.

In making decisions about which positions are appropriate to designate or approve for telework, supervisors, in consultation with the Department of Human Resources, must analyze the duties of positions and how the work is performed. Generally, the types of positions that may be appropriate for telework are those which:

- require independent work;
- require little face-to-face interaction;
- require concentration;
- result in specific, measurable work products; and
- can be monitored by output, not time spent doing the job.

The Department of Human Resources maintains a list of broad categories of positions that are ineligible for telework along with the appropriate justification as to why the positions are ineligible. For example, direct service and place-specific positions such as Receptionist, Law Enforcement Officer, Grounds Worker, Housekeeping Worker, and most other Facilities Management positions are ineligible.

There are two categories of teleworkers:

**Intermittent** - an employee who, under formal agreement with the university, performs his/her usual job duties in an alternate work location without a specific telework schedule.

**Regular** - an employee who, under formal agreement with the university, performs his/her usual job duties in an alternate work location with or without a specific telework schedule at least one day per week or at least 32 hours per month.

An employee's compensation and benefits do not change as a result of teleworking and telework assignments do not change the conditions of employment or required compliance with State and University policies, including the total number of hours that employees are expected to work. Supervisors are responsible for monitoring and evaluating the work products produced by the teleworking employee.

Telework is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during an employee's work hours, some other individual must be present to provide the care.

Are you stressed out or need support because of the current economic situation? Click on the image or the link below - you may be eligible for one or more of the programs that ODU or the State has to offer.



<http://www.odu.edu/ao/humanresources/worklife/coping.shtml>

When possible, departments should provide university-owned equipment and materials needed by employees to effectively perform their duties off-site. When the department is unable to provide these resources, then the employee should supply his/her own equipment to perform work duties off-site. The University is not responsible for the cost, repair or service of the employee's personal equipment, unless otherwise specified in the University Telework Policy #6202. Teleworkers using their personal equipment must comply with the University's Compliance Standard for Remote User Access (5.4.1) and the security terms as stated in the Telework Agreement Form.

### In order to telework, an employee must:

- complete the Remote User Training Course required by OCCS;
- complete the OCCS Universal Account Request form and request a Virtual Private Network (VPN) account;
- complete a Telework Agreement Form (available on the Human Resources web page under Forms) and submit it for approval **(Always access the form from the Human Resources web page to ensure you are completing the most current version.)**
  - ◇ by signing a Telework Agreement Form, the employee agrees to safeguard State and University information used or accessed while teleworking and comply with all related Office of Computing and Communication Services information technology policies, including required training;
  - ◇ an employee cannot begin teleworking until the Telework Agreement Form has been approved through the required management steps and Human Resources

Supervisors, in consultation with the Department of Human Resources, may terminate the Telework Agreement at their discretion and should give employees advance notice, when possible. Failure to follow policies, rules and procedures may result in the termination of the telework assignment and/or disciplinary action.

For additional information, please refer to University Policy #6202, Telework, or contact Margaret Inge, Human Resources Operations Manager, [minge@odu.edu](mailto:minge@odu.edu) or extension 4399.

## H1N1 Influenza Information

### What should I do if I get sick?

If you get sick with flu-like symptoms this flu season, you should stay home and avoid contact with other people except to get medical care. Most people with 2009 H1N1 have had mild illness and have not needed medical care or antiviral drugs and the same is true of seasonal flu.

However, some people are more likely to get flu complications and they should talk to a health care provider about whether they need to be examined if they get flu symptoms this season.

### How long should I stay home if I'm sick?

CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other things you have to do and no one else can do for you. (Your fever should be gone without the use of a fever-reducing medicine, such as Tylenol®.) You should stay home from work, school, travel, shopping, social events, and public gatherings. Please access this flyer: [http://www.cdc.gov/flu/freeresources/2009-10/pdf/what\\_to\\_do\\_if\\_you\\_get\\_sick.pdf](http://www.cdc.gov/flu/freeresources/2009-10/pdf/what_to_do_if_you_get_sick.pdf)

For current information on this virus and what the University is doing, please refer to the Campus Health Alerts, which can be accessed from the university's homepage <http://www.odu.edu>, by clicking on the link under Featured Sites.

## Flu Shots



This flu season, employees covered by the State's health insurance plans, their family members and retirees will be able to receive free

flu shots at participating pharmacies and their doctor's office.

### COVA Connect pharmacies include:

CVS, CostCo, Farm Fresh, K-Mart, Kroger, Rite Aid and Target along with certain independent pharmacies.

### COVA Care pharmacies include:

CVS, K-Mart, Kroger and Rite Aid.

### COVA HDHP pharmacies include:

CVS, Farm Fresh & Walgreens.

Contact your pharmacy to confirm participation, dates and times. It may be a few weeks before your pharmacy receives information on participation from their corporate offices.



Each pharmacy determines if it will participate and sets up its own clinics and procedures, which may differ within the pharmacy chain.

A COVA Health ID Card will be required to receive a free flu shot at participating pharmacies.

The list of participating pharmacies, which will be updated as changes occur, is available on the DHRM website [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov).

## Optional Retirement Plan (ORP) Open Enrollment

- ORP Open Enrollment is October 1-31.
- ORP participants may change providers (between Fidelity and TIAA-CREF)
- Changes become effective with the 1/16/10 payday
- Completion of an ORP Open Enrollment Provider Change form and an application for an ORP account with the new provider is required. Forms and applications are available from the Benefits Office - [chollemb@odu.edu](mailto:chollemb@odu.edu)
- During ORP Open Enrollment, ORP participants cannot change to the Virginia Retirement System (VRS) and VRS participants cannot change to the ORP.

### For more information:

Virginia Retirement System

<http://www.varetire.org/Employers/Benefits/DefinedCont/HigherEd/Index.asp>

Fidelity Investments Tax-Exempt Services Company

[www.fidelity.com/atwork](http://www.fidelity.com/atwork)

1-800-343-0860 (automated voice response system and customer service representatives)

TIAA-CREF

[www.tiaa-cref.org](http://www.tiaa-cref.org)

1-800-842-2776 (telephone counseling center)

## Remaining Holidays for 2009

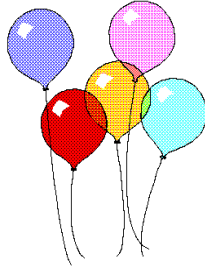
Wednesday	November 25 (1/2 day)	Day before Thanksgiving, <b>close at noon</b>
Thursday	November 26, 2009	Thanksgiving Day
Friday	November 27, 2009	Day after Thanksgiving
Wednesday	December 23, 2009	Holiday
Thursday	December 24, 2009	Christmas Eve
Friday	December 25, 2009	Christmas Day
Monday	December 28, 2009	Holiday
Tuesday	December 29, 2009	Holiday
Wednesday	December 30, 2009	Holiday
Thursday	December 31, 2009	Holiday



See the 2009 holidays schedule at <http://www.odu.edu/ao/humanresources/about/holidays.shtml>

## Human Resources Benefits Fair Wednesday, October 21st

The Department of Human Resources will host the 14th annual Benefits Fair from 7:30 a.m. to 3:00 p.m. October 21 in a NEW LOCATION this year - the Hampton-Newport News Room in Webb Center.



In addition to many ODU Department Representatives the following outside vendors and agencies that provide benefits to ODU employees plan to attend:

- Ameriprise Financial Services
- Cigna Long Term Disability & Accidental Death
- COSTCO
- Equitable/AXA Advisors
- Fidelity Investments
- Legal Resources (Open Enrollment)
- Lincoln National
- MetLife
- Minnesota Life
- Optima Health/Optima EAP (COVA Conect)
- Social Security Administration
- TIAA/CREF
- Travel Counselors, Inc
- VALIC
- Virginia Retirement System

Plan to visit the Fair and register for some of the great door prizes. Meet with the vendors, ask your questions, pick up information and grab some freebies. Door prizes will be raffled throughout the day. You do not have to be present to win.

## Faculty/Staff Telephone Directory Goes Green

In keeping with environmentally-friendly initiatives and due to current budget constraints, the 2009-10 Faculty/Staff Telephone Directory will not be printed. Instead, we are developing an on-line version that will be available soon. When the new directory is "live," University Relations will send out a campus-wide email with instructions on how to access the new on-line telephone directory.



## Discounts Available to University Employees

Cell phone providers AT&T, T-Mobile and Verizon Wireless offer discounts to ODU employees. For details ask the store sales representative for your existing cell phone plan.

Travel tours and cruises offered by Travel Counsellors, Inc. For details and upcoming tours and cruises visit [www.traveltci.com](http://www.traveltci.com), click on Old Dominion University under the Employee Travel Benefit Program link or call (800) 572-4049. Upcoming tours/cruises include Hawaii, Bahamas, Amsterdam, Panama Canal and Italy (Florence & Rome).

### Other Discounts:

Sheraton Norfolk Waterside

<http://virginia.destinations.starwoodhotels.com/171set/olddominion.htm>

ODU Athletic Events: Ticket Office 3-3390

ODU Bookstore: 3-3407 or off campus 683-0048

Monarch Meal Plan, Card Center 3-3508

## Employee Leave Balances Available in WTE

Beginning mid-October, supervisors will be able to access their employees' leave balances from Web Time Entry. When a supervisor accesses the employee's time sheet to approve hours, a "Leave Balances" link will be available on the far right under the heading: Other Information. Clicking on this link will show the employee's current leave balance. This new feature enables supervisors to check the leave balances of employees before leave is submitted and does not require additional Banner access.

## Spring 2010 Human Resources' Tuition Assistance Program Deadline

The Spring 2010 semester deadline for the tuition assistance program is **Tuesday, December 1, 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/ao/humanresources/benefits/>.

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

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