



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 doctors' 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.

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

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.



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.

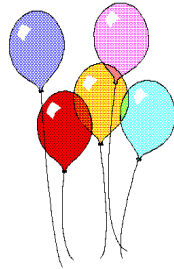
<http://www.odu.edu/ao/humanresources/worklife/coping.shtml>

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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 Connect)
- 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.

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, 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

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
- 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

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

TIAA-CREF

www.tiaa-cref.org

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

1-800-842-2252 (automated telephone system)

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.



**Spring 2010
Human Resources' Tuition Assistance
Program Deadline**

The Spring 2010 semester deadline for the tuition assistance program is completed application and proof of registration must be delivered to the Department.

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 or the Benefits Office at 683-4237.



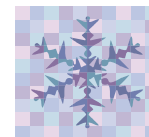
Tuesday, December 1, 2009. Comment of Human Resources by 5:00

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.

Remaining Holidays for 2009

Wednesday	November 25 (1/2 day)	Day before Thanksgiving, close at noon
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>

ReSource is a newsletter produced by Old Dominion University's Department of Human Resources.

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