

## QUALITY OF UNIVERSITY LIFE

The Quality of University Life (QUL) committee has developed and posted recommendations on the QUL website. The recommendations are based primarily on the committee's assessment of the data from the 2008-2009 QUL surveys of teaching and research faculty, AP faculty, adjunct faculty, classified and hourly staff and students. Some of the specific actions mentioned in the recommendations include examples of initiatives taking place across campus that support the recommendation; some were begun prior to the QUL survey process, some emerged from the QUL process, and some developed independently. However they all support QUL and you can find these on the QUL website <http://www.odu.edu/ao/qul/>. QUL is defined as the impact of the university's academic, administrative, cultural, physical and social environments on students, faculty and staff.

Reports documenting the survey findings are also available for your review at the QUL website.

- Click on **Reports** in the menu under the heading QUL Information.
- Click on **Research Reports Access**. You will need your MIDAS log-in to review the reports. (If you do not have a MIDAS account, do not click on Research Reports Access until you have created one by following the instructions on the screen.)
- You will be routed to the Institutional Research and Assessment webpage. The reports by target population are included in the 2009 Reports under the heading Quality of University Life Reports.

We invite you to share any comments about your quality of university life by using the on-line Suggestion Form on the QUL website.

## Introducing Melanie McNall



Please join us in welcoming **Melanie McNall** to the Department of Human Resources Benefits Office. Melanie is the Tuition Assistance Program Coordinator and Benefits Assistant and your primary point of contact for the Tuition Assistance Program for employees, spouses and dependents, exit interviews and COBRA Extended Healthcare Coverage.

Melanie can be reached at 757-683-4237 or by email at: [mmcnall@odu.edu](mailto:mmcnall@odu.edu).

Natalie Watson, our prior Tuition Assistance Program Coordinator, retired July 1<sup>st</sup>.

## *Congratulations!*

The first 2010 classified employee performance evaluation to be submitted to HR arrived on August 19<sup>th</sup>. Congratulations to **Renee Olander** (Supervisor), **Provost Simpson** (Reviewer) and **Linda Caulkins** (Employee) on your most timely completion of this important task!

## Annual Classified Employee Performance Evaluations

Supervisors are reminded that completed classified employee performance evaluations are due to Human Resources via PAPERS software not later than Friday, **October 22, 2010** in order to avoid the \$50 late fee.

It appears that fewer than 100 evaluations are underway in PAPERS as of September 16. Supervisors should notify employees now about the opportunity to provide input to their evaluations by completing a self-evaluation. Employees should be allowed two weeks to work on their self-evaluation.

Contact Kathy Williamson at ext. 4564 for questions about classified performance evaluations.

## 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 employees designated as essential are required to report to work. Employees should check with their supervisors to determine if they are designated as essential employees.

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

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



## **Reminder: D'egg Discount Coupons Available**

D'egg has provided \$5.00 discount coupons for each ODU employee for a meal at their restaurant. If you have not picked up yours, please come to Human Resources (Building I) to pick up a coupon!

## 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, 2010**.

## FMLA Clarification of "in loco parentis"

The FMLA defines "in loco parentis" as employees who have "day-to-day responsibilities to care for and financially support a child." An employee does not have to have a biological or legal relationship with a child to be considered in loco parentis and to therefore have access to FMLA leave.

### Some examples are:

- \* When an employee provides day-to-day care for his or her unmarried partner's child (with whom there is no legal or biological relationship) but does not financially support the child, the employee could be considered to stand in loco parentis to the child and therefore be entitled to FMLA leave to care for the child if the child had a serious health condition.
- \* An employee who will share equally in the raising of a child with the child's biological parent would be entitled to leave for the child's birth because he or she will stand in loco parentis to the child. The same principles apply to leave for the birth of a child and to bond with a child within the first 12 months following birth or placement.
- \* An employee who will share equally in the raising of an adopted child with a same sex partner, but who does not have a legal relationship with the child, would be entitled to leave to bond with the child following placement, or to care for the child if the child had a serious health condition, because the employee stands in loco parentis to the child.

## Benefits

## Application Deadline for Spring 2011 HR Tuition Assistance Program: Wednesday, December 1, 2010 at 5:00 p.m.

Completed application with a copy of proof of registration must be received by the Department of Human Resources by 5:00 p.m.

The Spring tuition assistance program is available to eligible classified, hourly, full-time faculty and full-time faculty administrators, spouses and dependent children. Please visit the Human Resources' web page for eligibility and program policies: <http://www.odu.edu/ao/humanresources/benefits/tuition.shtml>

The income cap for Tuition Assistance Eligibility is currently \$89,000.

Applications are available at:  
[http://forms.odu.edu/show\\_dept.php?dept=hr](http://forms.odu.edu/show_dept.php?dept=hr)

For planning purposes, the deadline for the Summer 2011 semester/sessions (eligible employees only, the Summer program is not available for spouses and dependents) is **Monday, May 2, 2011**.

## 2011 Holiday Schedule

The University's 2011 holiday schedule includes an additional holiday (12/23) approved by the Governor.

Monday	January 17, 2011	Martin Luther King, Jr. Day
Monday	May 30, 2011	Memorial Day
Monday	July 4, 2011	Independence Day
Monday	September 5, 2011	Labor Day
Wednesday	November 23 ( <b>1/2 day</b> )	Day before Thanksgiving, <b>close at noon</b>
Thursday	November 24, 2011	Thanksgiving Day
Friday	November 25, 2011	Day after Thanksgiving
Friday	December 23, 2011	Holiday
Monday	December 26, 2011	Christmas Day observed
Tuesday	December 27, 2011	Holiday
Wednesday	December 28, 2011	Holiday
Thursday	December 29, 2011	Holiday
Friday	December 30, 2011	Holiday
Monday	January 2, <b>2012</b>	New Year's Day observed

## Remaining Holidays for 2010

Wednesday	November 24 ( <b>1/2 day</b> )	Day before Thanksgiving, <b>close at noon</b>
Thursday	November 25, 2010	Thanksgiving Day
Friday	November 26, 2010	Day after Thanksgiving
Friday	December 24, 2010	Christmas Day observed
Monday	December 27, 2010	Holiday
Tuesday	December 28, 2010	Holiday
Wednesday	December 29, 2010	Holiday
Thursday	December 30, 2010	Holiday
Friday	December 31, 2010	New Year's Day observed

## Virginia Retirement System (VRS) On-Line ([www.varetire.org](http://www.varetire.org))

Two recent changes in the distribution of information to members of the VRS are:



1. Member News is paperless with the latest edition available anytime by clicking on the "Members" menu. Member News is located in the "What's New" section of the page.

Member News is a great way to keep up with changes that might affect your retirement, enhancements to VRS services and retirement seminars and workshops.

2. Annual Virginia Retirement System Member Benefit Profiles are also paperless and available on-line through MyVRS. To access your MyVRS account, visit the VRS website ([www.varetire.org](http://www.varetire.org)). In the upper left corner of the VRS main page there is a MyVRS logo and drop-down. In the drop-down, click on Members "Log-in" if you already have a MyVRS account or "Register" to establish your account.

MyVRS is a great tool for employees. In addition to accessing your Member Benefit Profile, you can calculate your future VRS retirement benefit, use the Retirement Planner and view your life insurance coverage.