

## Benefits Fair

BENEFITS INFORMATION, PRIZES AND FUN!!!

WHO IS INVITED? Full Time, Adjunct, Administrative and Professional Faculty and Classified Employees



WHEN: Wednesday, October 26<sup>th</sup>

TIME: 7:30 AM – 3:00 PM

WHERE: Hampton/Newport News Rooms in Webb Center

Please come visit our 15th Benefits Fair and register for one of the great prizes, meet with the vendors, ask questions, pick up information and grab some freebies. Door prizes will be raffled throughout the day.

## Friendly Reminder

Position description-performance plans for all classified employees should be certified for the new performance cycle via **PAPERS** by **December 1, 2011**. Your supervisor may also review the telework eligibility for your position to determine if the current telework designation is still appropriate.

Step-by-step instructions for the Certify Process (ODU Certifying a Position Description EMPLOYEE'S GUIDE) are



Position  
Action  
Performance  
Evaluation &  
Recruitment  
System

available on the [HR web page](#) under the **PAPERS** logo. If you need assistance with the Certify Process, please contact your supervisor or Nadine Faulcon-Johnson, Director of Total Compensation and Staffing, at extension 3-3067.

**NOTE: Human Resources will charge a \$50.00 Fee to the department for each Position Description/ Performance Plan that is not certified/submitted to Human Resources via **PAPERS** by the December 1<sup>st</sup> deadline.**



**We** are happy to introduce **David Hawkins** as the newest member of the Human Resources team. David will serve as Compensation Analyst and will be responsible for providing classification and compensation services to the University community.

David comes to us from the City of Newport News where he was employed as a Human Resources Specialist. David has over twelve years of human resources experience and a Master's degree in Public Administration.

David's office is located in Human Resources Building I. Please join us in welcoming David to the ODU family.

## Emergency Closings and Essential Personnel

Each year, the University is impacted by serious weather challenges such as hurricanes, heavy rain and flooding, power outages, snow and ice. When the University is required to close due to these situations, numerous employees in several departments are tasked with reporting to work to address the results of the bad weather or other emergency. The University is grateful to these employees and understands the hardship that they may experience leaving their own homes and families to come to work. These employees often work long hours under very challenging and uncomfortable conditions. The University's designated essential personnel are key to our successful recovery from the emergency conditions and the resumption of our services to students.

ODU Policy 1020 and The Department of Human Resource Management (DHRM) Policy Number: 1.35 - Emergency Closings define the term "designated employees" and describe how employees are compensated for their work during emergency closings. University management determines which positions are "designated" based on the functions of the positions and the need for those functions during an emergency closing. Employees are notified by their supervisor about their status as designated essential personnel. These policies can be found at: [www.odu.edu/ao/humanresources/policies/inclementweather.shtml](http://www.odu.edu/ao/humanresources/policies/inclementweather.shtml) and [http://www.dhrm.state.va.us/hrpolicy/web/pol1\\_35.html](http://www.dhrm.state.va.us/hrpolicy/web/pol1_35.html).

## 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 as essential employees.

**Old Dominion University Contact Points:** [www.odu.edu](http://www.odu.edu) | Campus Operator—683-3000

### Television Stations

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

### Radio Stations

WHRV-FM 89.5	WNSB-FM 91.1	WNOR/WAFX FM 99	WNVZ-FM Z104
WTAR-AM 790	WPCE-AM 1400	WCMS-FM & AM 100.5	WPTE-FM & AM 94.9
WKOC-FM 93.7	WTJA-AM 1270	WWDE-FM 101.2 2WD	WJCD, WOWI, WSVY -103 JAMS
WNIS-AM 850	WHOV-FM 88.1	WGH-AM ESPN 1310	WROX-FM96.1
			WFOG-FM 92.9

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>.

## Classified Employee Evaluations Completed

Congratulations to the first four supervisors who submitted classified employee evaluations to HR in the 2011 evaluation cycle! Thanks to the employees and reviewers for their collaborative and timely participation which also contributed to the successful completion of the evaluations!

**Alicia Herr**, Chemistry/Biochemistry  
**Scott Harrison**, Student Affairs  
**Jen-Kuang Huang**, Engineering  
**Glenn Bunton**, Library

*Congratulations!*

October 25 is the deadline for submitting evaluations to HR in **PAPERS**. Please call Kathy Williamson (3-4564) or Tony Belk (3-3046) if you have questions or need assistance with this important process.

## Workplace Injuries

Injuries sustained in the workplace are taken seriously by the University. It is important that all work-related injuries are reported in a timely manner and the proper paperwork completed and filed as soon as possible. Failure to properly report a work-related injury has potential ramifications that could affect the employee, the department, and the University as a whole.

If you have a work-related injury:

- Immediately notify your supervisor and complete the Human Resources Employee Accident Report. The accident report is located on the ODU Human Resources website at: <http://www.odu.edu/ao/humanresources/forms/wc1.pdf>.
- Circle the name of a panel physician from whom you will seek medical treatment, even if you think medical treatment is not necessary at that time. Upon completion, the accident report form should be **immediately** forwarded to Megan Alston in the Department of Human Resources.
- These procedures apply to **ALL** employees: hourly, classified, faculty, and student workers (non-work study).

Questions regarding work-related injuries and reporting procedures should be directed to Megan Alston, Absence Programs Coordinator, in the Department of Human Resources at 3-4196 or [malston@odu.edu](mailto:malston@odu.edu).

## Spring 2012 Tuition Assistance

The Spring 2012 Tuition Assistance application deadline is: **5:00 pm, Thursday, December 1<sup>st</sup>**.

A completed application **with proof of registration** must be received by the Department of Human Resources prior to the application deadline.

Spring Tuition Assistance is available for eligible Classified, Hourly, Faculty and Administrative & Professional Faculty employees and their eligible spouses and dependents.

The current income cap for Tuition Assistance programs eligibility is \$89,000.

For information on eligibility, maximum credit hours of assistance and program specifics, please read the policy at: <http://www.odu.edu/ao/polnproc/pdfs/6400.pdf>.

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

For planning purposes, the Summer 2012 application deadline for eligible employees is Tuesday, May 1, 2012 at 5:00 p.m. The Tuition Assistance Program for dependents and spouses is not offered during the summer semester.

If you have any questions regarding the Tuition Assistance Program, please contact Melanie McNall at 683-4237 or by email at [mmcnall@odu.edu](mailto:mmcnall@odu.edu).

The Old Dominion University Department of Human Resources is excited to announce that eligible employ-

## FLU SHOTS

ees and family members will have the opportunity to receive free flu shots this year at the Benefits Fair on October 26th. All full time employees and family members 18 years of age and older enrolled in State Health Benefits are eligible.

**Participants must present their Member ID card at the time of vaccination.**

The vaccination will be administered in your arm. Please be sure to dress appropriately in a loose fitting long sleeve or short sleeve shirt or blouse.



## 2012 Holiday Schedule

Monday	January 2, 2012	New Year's Day Observed
Monday	January 16, 2012	Martin Luther King, Jr. Day
Monday	May 28, 2012	Memorial Day
Wednesday	July 4, 2012	Independence Day
Monday	September 3, 2012	Labor Day
Wednesday	November 21, 2012	Day before Thanksgiving, <b>4 hours (close at noon)</b>
Thursday	November 22, 2012	Thanksgiving Day
Friday	November 23, 2012	Day after Thanksgiving
Monday	December 24, 2012	Holiday
Tuesday	December 25, 2012	Christmas Day observed
Wednesday	December 26, 2012	Holiday
Thursday	December 27, 2012	Holiday
Friday	December 28, 2012	Holiday
Monday	December 31, 2012	Holiday
Tuesday	January 1, <b>2013</b>	New Year's Day observed

## HR Forms

Please visit the Human Resources website to obtain [forms](#) because they may have been revised since you last used a particular form.