

## Annual Recognition Program

The Annual Recognition Program combines the presentation of service awards, recognition for classified employees who retired during the calendar year, and announcement of the Customer Relations Employee of the Year. This year the event was held on November 30, 2005 and included a catered luncheon.



## Customer Relations

**Pat Capezio**, Military Distance Learning, was the recipient of the 2005 Customer Relations Employee of the Year. Pat received \$500, three days of recognition leave and an engraved plaque presented by President Runte. The Customer Relations Employee of the Year Award was established to recognize and reward an employee who best exemplifies the University's commitment to deliver exceptional customer service.

Twelve other outstanding employees were nominated for this prestigious award: Chariety **Brown**, Admissions Office; Roselina **Cardell**, Office of Student Housing; Sylvia **Chaffin**, OCCS; Connie **Davis**, College of Health Sciences; Ruth **Delp**, Distance Learning – Peninsula Higher Education Center; Anita **Jones**, Office of Finance; Marsha **Jones**, English Department; Martin **Jordan**, Facilities Management; Emma **Studer**, International Student Services; Norma **Turner**, Student Health Services; Terry **Watts**, OCCS; and Linda **Wray**, of Nursing Department.

## Service Retirements

The University congratulates the following employees upon their retirement during this calendar year: Linda **Barnes**, Gerald **Bridgers**, James **Brown**, Geraldine **Cason**, John **Hill**, Benny **Jackson**, Gloria **Mellor**, Deborah **Miller**, Vincent **Morris**, Kim **Nguyen**, Bobby **Powell**, Ethel **Price**, Jane **Roberts**, Margaret **Rogis**, Freda **Smith**, and Dennis **Subotich**.

## Service Awards

There were 123 Service Award recipients this year honored for their years of service to the University: 5-Year (46), 10-Year (26), 15-Year (8), 20-Year (17), 25-Year (18). James **Lynn** of Facilities Management and Martha **Worth** of the Webb Center were 35-year honorees. The 30-year honorees were: Rowland **Harrison**, OCCS; William **Mahaney**, Virginia Beach Higher Education Center; Nancy **Shelton**, Art Department; Robert **Smith**, Facilities Management; Cecil **Smithson**, Webb Center; and Phyllis **Woods**, Computer Science Department.

*We thank you for your immeasurable dedication and service to  
Old Dominion University.*

## Training and Development

See What's New for 2006!!

To better meet the development needs of our ODU community, the Department of Human Resources has made some enhancements to our training offerings. In addition to revamping the **Leadership & Management Development Certificate (LMDC) Program**, we are now offering the **Supervisor Essentials Series** and the **Performance Management Series**.

**The Leadership & Management Development Certificate Program** still consists of three distinct tracks and contains six different programs per track. However, the program has been restructured so that all modules can be completed within six months instead of one year. The sequence of the program modules has been organized to maximize program continuity and to enhance the quality of the learning experience. Additionally, activities have been included to facilitate the process of transferring classroom knowledge to real work-life application.

**The Supervisor Essential Series** is for both new and experienced supervisors. The series focuses on a myriad of topics **'essential'** for supervisors to be successful. Some of the courses contained in the series are: Understanding Your Responsibilities as a University Supervisor, Managing Time and Attendance, Progressive Discipline, Understanding the Grievance Process, Classification and Compensation, Recruitment Selection and Hiring, as well as other essential supervisory topics. This 11-week series will be offered twice a year. The series is considered **critical** for new supervisors and **highly recommended** for experienced supervisors. The purpose of the series is to ensure that every supervisor has the opportunity to be exposed to the most current policies and procedures and to solidify their understanding of them. This program was piloted last year under the title **New Supervisor Orientation**. The feedback from the pilot participants was very positive.

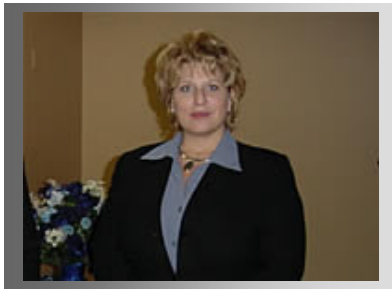
**The Performance Management Series** consist of three classes that focus on the major components of overall performance management: 1) **Performance Planning** focuses on writing the Employee Work Profile (EWP); 2) **Performance Management** addresses managing performance throughout the year based on the expectations set forth in the EWP; and 3) **Performance Evaluation** addresses evaluating performance based on the behaviors and accomplishments of the employee throughout the year. These three courses are being offered in conjunction with the performance management cycle. As a result, you will be provided the information and skills needed to successfully manage the annual performance cycle during the timeframe that you need it most.

We are very excited about the upcoming programs for 2006 and the changes/additions to our course offerings. Your feedback on each series you attend is greatly appreciated. Our goal is to ensure that you receive the development opportunities that add the most value for you - and we use your feedback to make those determinations.

We look forward to working with you in 2006.

**New in Human Resources in 2005**

**Barbara New  
Compensation  
Manager**



**Cheryl Foreman  
Training  
Consultant**

**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	Television Stations	Newspaper
<a href="http://www.odu.edu">www.odu.edu</a>	WTKR (CBS) 3 WAVY (NBC) 10	The Virginian-Pilot Daily Press
Campus Operator – 683-3000	WVEC (ABC) 13 WHRO (PBS) 15	

For more information, please reference the University's Inclement Weather and Emergencies Policy 1020 at:

<http://www.odu.edu/webroot/orgs/ao/po/polnproc.nsf/pages/index>

Note: The Class Act Award program that was begun in the late 1980's and centrally administered in Human Resources has been discontinued. We are excited to report that it has fulfilled its purpose and is no longer needed. Departments are encouraged to continue development of creative and meaningful recognition for employees within the department utilizing the recognition options provided by State and University policy for monetary, non-monetary and leave awards. Please contact Kathy Williamson if you have questions about recognition program guidelines.

Thank you.

**HOLIDAY SCHEDULE**



**2005**

Friday	December 23, 2005	Holiday
Monday	December 26, 2005	Christmas Day holiday observed
Tuesday	December 27, 2005	Holiday
Wednesday	December 28, 2005	Holiday
Thursday	December 29, 2005	Holiday
Friday	December 30, 2005	Holiday

**2006**

Monday	January 2, 2006	New Year's Day holiday observed
Monday	January 16, 2006	Martin Luther King, Jr. Day
Monday	May 29, 2006	Memorial Day
Tuesday	July 4, 2006	Independence Day
Monday	September 4, 2006	Labor Day
Thursday	November 23, 2006	Thanksgiving
Friday	November 24, 2006	Day after Thanksgiving
Monday	December 25, 2006	Christmas Day
Tuesday	December 26, 2006	Holiday
Wednesday	December 27, 2006	Holiday
Thursday	December 28, 2006	Holiday
Friday	December 29, 2006	Holiday

**2007**

Monday	January 1, 2007	New Year's Day
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**Benefits Connection**

The annual contribution limits for Tax Sheltered Annuities (TSA) and the Deferred Compensation Plan (DCP) are increasing effective January 1, 2006.

Contribution limits for both the TSA and/or the DCP will be:  
 \$15,000 for employees under age 50  
 \$20,000 for employees 50 or older

To increase your contribution(s) please contact your local tax sheltered annuity representative for assistance in completing the 2006 Salary Reduction Form. If you do not have a local representative (Fidelity, TIAA-CREF, T. Rowe Price) the form is available on the Department of Human Resources Benefits web page at: <http://www.odu.edu/af/humanresources/>.

To increase your contribution to the DCP, Payroll Authorization Forms are available on the Commonwealth of Virginia's DCP website: <http://www.vadcp.com>.