Emergency Preparedness

Preparation is the key to minimizing the impact of emergency situations. Supervisors, it is time to prepare!

In the event of an emergency on campus or in the Hampton Roads region, supervisors and employees may need to be able to contact one another to report that they are in need of assistance or that they are safe despite the emergency conditions. As we enter the months of more severe weather, supervisors are reminded to compile/update emergency contact information for their team members. Supervisors should also provide employees with contact information for themselves so employees can reach the supervisor in the event the University is closed, without power, or otherwise impacted.

Some employees are essential personnel and are expected to report to campus during emergency situations. Supervisors should remind employees of their responsibilities in an emergency including when they must report to work. Employees should also be encouraged to develop emergency plans for their families in the event of an emergency. Some resources include:

http://www.vaemergency.gov/readyvirginia
(Commonwealth of Virginia)

http://www.redcross.org/prepare/location/home-family (Red Cross)

http://www.ready.gov/recovering-disaster (FEMA)

Urgent * Urgent * **Deadline Fast Approaching!** Urgent * Urgent *

Performance evaluations for classified employees are due into Human Resources not later than Friday, October 25th!

Please review link for details! [http://www2.odu.edu/ao/humanresources/forms/eval2013.pdf](http://www2.odu.edu/ao/humanresources/forms/eval2013.pdf)

Virginia Retirement Hybrid Plan Coming Soon!

The Virginia Retirement System (VRS) Hybrid Retirement Plan features a defined benefit plan and a defined contribution plan. Most employees hired for the first time in a covered position on or after January 1, 2014 will be enrolled in a new mandatory VRS Hybrid Retirement Plan. Most Plan 1 and Plan 2 members in the current VRS Defined Benefit Plan who are actively employed may elect to opt into the Hybrid Retirement Plan during a one-time election period beginning January 1, 2014 and ending April 30, 2014. Coverage for employees who opt into the Hybrid Retirement Plan will begin July 1, 2014. More information will be provided soon.

Employee Benefits Fair & Flu Shots

The Department of Human Resources will be holding its annual Employee Benefits Fair on **WEDNESDAY, OCTOBER 23RD FROM 9AM TO 3PM.** The event will be held in the Hampton-Newport News and River Rooms in Webb Center. Representatives from most of the University’s benefits providers will be there. Please plan on joining us to meet with the vendors, ask your questions, gather information and register for the great door prizes that will be raffled throughout the day.

All full-time employees and family members who are 18 years of age and older who are enrolled in State Health Benefits will also have an opportunity to receive their Flu-Shot again this year. **THE FLU-SHOT IS FREE** for participants enrolled in State Health Benefits. 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.

Please contact the Benefits Office at [benefits@odu.edu](mailto:benefits@odu.edu) if you have any questions.
Form Now Available - Outside Employment

Employees performing work for any non-university entity (on campus or off) including self-employment are required to complete a [Request for Additional/Outside Employment Form](http://ww2.odu.edu/ao/facultyhandbook/index.php?page=ch02s59.html) which can be found at this link. Approval signatures of the supervisor and Dean (if applicable) and the Vice President are required. The signed form is should be sent to Human Resources for inclusion in the personnel file and a copy retained by the supervisor.

Employees who requested permission for outside employment via memo in the past are NOT required to replace that memo with a form. However, effective immediately, employees are required to use this form when requesting approval of outside work.

The Outside Employment Policy for Administrative and Professional Faculty may be found on page 46 of the [Classified Employee Guidebook](http://ww2.odu.edu/ao/facultyhandbook/index.php?page=ch02s59.html). Guidance for classified employees may be found on page 46 of the [Classified Employee Guidebook](http://ww2.odu.edu/ao/facultyhandbook/index.php?page=ch02s59.html).

Please contact Kathy Williamson (683-4564) if you have questions.

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### 2013 Customer Relations Employee of the Year Award

Do you know a classified or hourly employee who consistently creates positive and memorable experiences for customers?

- Someone who exceeds customer expectations – always going above and beyond the call of duty.
- Someone who provides friendly, caring service – always demonstrating interest in the customer, giving information, listening carefully, and answering questions.
- Someone who maintains effective working relationships – always interacting with others courteously, cooperatively, and professionally.
- Someone who exemplifies the ODU Customer Service Standards.

#### We Want Your Nominations!

for

### 2013 Customer Relations Employee of the Year

Winner will receive the following:

- $500.00
- 3 Days of Recognition Leave
  (if a classified employee)
- An engraved plaque

To access the Nomination Form, **click here**.

- Nominations must be submitted electronically (click here) to Human Resources by **4:00 p.m. on Wednesday, October 30, 2012**.
- A committee representing the University community will select the winner from among the nominations.
- Only classified and hourly employees are eligible for nomination. Individuals may not self-nominate.
- Winner will be announced at the Annual Recognition Program on **December 10, 2013**.

If you have questions, please contact Tony Belk at 683-3046 or [jbelk@odu.edu](mailto:jbelk@odu.edu).
Certifying Position Descriptions for the 2013—2014 Performance Cycle

Supervisors and classified employees are reminded that position description-performance plans for classified employees should be certified via PAPERS not later than December 6, 2013.

Time-saving tip: As you are preparing self-evaluations and evaluations, supervisors and employees may want to make note of any changes that are needed in the position description when working on the evaluation!

Step-by-step instructions for the certify process are available on the HR web page using the PAPERS tab (http://www.odu.edu/humanresources). If you need assistance with the Certify Process, please contact Nadine Faulcon-Johnson (extension 3-3067) or David Hawkins (extension 3-3060). PAPERS will automatically send a message to supervisors when they submit a completed evaluation to Human Resources. The email message will remind supervisors that the next action they must take is to certify the employee’s position description/performance plan for the new cycle – along with a reminder that the certify process must be completed by December 6, 2013.

Thank you for your attention to this important process!

Sping 2014 Tuition Assistance Program

The spring 2014 Tuition Assistance application deadline is: 5:00 pm, Monday, December 2, 2013.

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 is $89,000.

For information on eligibility, maximum credit hours of assistance and program specifics please read the policy at: http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6400.pdf.

Applications are available on the Human Resources forms page at: http://www.odu.edu/facultystaff/employee-services/benefits/ tuition-assistance.

For planning purposes, the summer 2014 application deadline for eligible employees is Thursday, May 1, 2014 @ 5:00 p.m. The Tuition Assistance Program for dependents and spouses is not offered during the Summer Semester.

Please contact Melanie McNall at mmcnall@odu.edu if you have any questions.