

## Tax Sheltered Annuity Deferred Compensation

**Great  
News**

The IRS contribution limits for Tax Sheltered Annuity and Deferred Compensation plans have increased for 2013. The maximum amount an employee will be allowed to contribute is \$17,500. If you are 50 years of age or older you may defer as much as \$23,000 in 2013.

Old Dominion University offers optional supplemental retirement plans that allow employees to tax-defer income, while investing for the future. The University offers several 403(b) plans and the Commonwealth's Deferred Compensation 457(b) plan. Both of these plans are open to all employees who may contribute the minimum of \$20 to a 403b plan or \$10.00 to the Deferred Compensation plan per pay period. Full-time employee's contributions will be matched at 50 percent up to a maximum of \$40.00 per month.

## Breaks and Private Space for Nursing Mothers

The Fair Labor Standards Act (FLSA) was amended by the Patient Protection and Affordable Care Act and employers are now required to provide reasonable break-time for a non-exempt employee to express breast milk for her nursing child. While the amendment does not specifically cover exempt employees, supervisors are encouraged to provide them with reasonable time and private space to express milk as well.

In order to comply with this amendment, supervisors must:

1. Provide reasonable break time for nursing mothers to express milk. This practice should be allowed each time the employee has the need to express breast milk. The frequency of the breaks as well as the duration of each break will likely vary.
2. Permit nursing mothers to express milk for one year after the child's birth.
3. Provide a functional place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. (Note: A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view and free from intrusion from co-workers and the public.)

Employers are not required to compensate nursing mothers for breaks under this new amendment; however, if an employer already provides compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time.

Current State policy permits break times for employees and encourages non-paid break times when accommodating return-to-work, ADA, or other conditions. Supervisors may adjust employees work schedules as appropriate to ensure that such breaks are permitted.

Questions regarding this notification may be directed to Nadine Faulcon-Johnson, Compensation and Staffing Manager, at 683-3067 or Kathy Williamson, Employee Relations Manager, at 683-4564.

## Summer 2013 Employee Tuition Assistance

The Summer 2013 Employee Tuition Assistance application deadline is: **5:00 pm, Wednesday, May 1, 2013.**

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

Summer Tuition Assistance is only available for eligible Classified, Hourly, Faculty and Administrative & Professional Faculty employees. The Tuition Assistance Program for dependents and spouses is not offered during the Summer Semester.

Eligible employees may receive Tuition Assistance for up to three (3) credit hours for the summer sessions at the Old Dominion in-state tuition rate.

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

More information and applications are available at: <http://www.odu.edu/ao/humanresources/benefits/>

## HR Forms

Human Resources forms may have changed since you last used the one saved in your directory. Therefore, please make sure to check the HR website for the most recent form.

## Name Change

If you have a name change, the new social security card with the new name must be submitted to Human Resources. This does not apply to student employees. Name changes will not be processed in the Payroll system until the new social security card is received per University policy #1070 and IRS regulations.

## Reporting Time and Absence

Reminder: Hourly and non-exempt classified employees must record exact hours worked in Web Time Entry. If an hourly or non-exempt employee reports to work early or late, or if an hourly or non-exempt employee leaves work early or remains late to perform university work – those exact times must be reflected **on the date worked**. No exceptions are permitted. "Unofficial" time-keeping of any sort is a violation of policy. If you have any questions about time entry, please contact Human Resources for clarification. Thanks.

## Telework

Due to changes on Government Reform and Restructuring, DHRM has broadened the telework categories. Therefore, we have revised the telework agreement form. If you are interested in teleworking or if it is time to update your telework agreement, please make sure to complete the most recent form on our website and submit it to the Department of Human Resources.

## 2013 Holiday Schedule

Tuesday	January 1, 2013	New Year's Day
Monday	January 21, 2013	Martin Luther King, Jr. Day
Monday	May 27, 2013	Memorial Day
Thursday	July 4, 2013	Independence Day
Monday	September 2, 2013	Labor Day
Wednesday	November 27, 2013	Day before Thanksgiving <b>(4 hours, noon closing)</b>
Thursday	November 28, 2013	Thanksgiving Day
Friday	November 29, 2013	Day after Thanksgiving
Tuesday	December 24, 2013	Holiday
Wednesday	December 25, 2013	Christmas Day observed
Thursday	December 26, 2013	Holiday
Friday	December 27, 2013	Holiday
Monday	December 30, 2013	Holiday
Tuesday	December 31, 2013	Holiday
Wednesday	January 1, 2014	New Year's Day observed

## Joint Employment

Joint employment occurs when a University employee occupies two or more positions within the University. Joint employment frequently results in complications under the Federal Fair Labor Standards Act (FLSA).

If the individual considered for part-time employment (academic support services position, adjunct faculty position, or wage position) is already a University employee, the Department of Human Resources must conduct a review to ensure compliance with the FLSA. The University may have an overtime obligation depending upon the status of the employee's primary job.

**Non-exempt primary job:** the employee must be paid one and one-half hours of overtime for all hours worked in the second job, even if the second job's duties are exempt. The only exception to this requirement is if the extra work outside the primary job is done on an "occasional or sporadic basis" in a "substantially different capacity" from the employee's primary job and at the employee's own volition. (Example, a fiscal assistant in the Office of Finance proctors a test on Saturday twice a semester.)

**Exempt primary job:** if the duties of the second job are exempt, there are no overtime issues. If the duties of the second job are non-exempt, at least 50% of the duties in both jobs combined must be exempt or an overtime obligation exists, and the employee will lose the exempt status in his/her primary job.

It is our practice that an employee in a non-exempt position not be hired into an exempt position due to the complexity of tracking hours to determine whether there is an overtime obligation and to avoid any fiscal issue in regards to which department would be charged for the overtime pay.

The hiring supervisor of the employee's primary job must concur with the appointment to the secondary job to ensure there is no conflict between the two positions and that the employee's effectiveness in the primary job will not be jeopardized.

## Volunteer and School Assistance Leave

The Commonwealth of Virginia and Old Dominion University support and encourage employee service to the community. Commonwealth of Virginia Policy 4.40 provides up to 16 hours of "School Assistance and Volunteer Service Leave" each leave year (January 10 – January 9) to provide volunteer service to non-profit organizations or for school assistance. This leave is separate from annual and personal leave – and the policy provides specific guidelines for its use. Full time classified and administrative and professional faculty are eligible to use volunteer/school assistance leave under this policy.

Supervisory approval is required prior to using volunteer leave and written verification may be required to document the nature of the service provided and the agency served. Volunteer leave may be used in one hour increments.

The following are examples of ways this leave may be used:

- Serving meals to the elderly or homeless
- Volunteering at a shelter
- Providing work at a Habitat for Humanity build
- Volunteering at an American Red Cross Blood Drive
- Volunteering to provide health or welfare services for the economically disadvantaged, physically or mentally challenged
- Volunteer work with Scouts, Big Brother/Big Sister, For KIDS and similar non-profits
- Volunteering at a public school to perform volunteer work to assist a teacher or administrator.
- Employees with children may use this leave to meet with teachers or administrators at their child's school
- Employees with children may use this leave to attend a school function in which their children are participating
- Employees who volunteer with fire and rescue squads may be granted up to 24 hours of volunteer leave in a leave year.

Activities which are not covered under this policy include:

- Church activities that benefit the church members only
- Grandparents attending school programs (unless they are the legal guardian of the child)
- Activities for which any remuneration is received
- Political activity of any sort

Please contact Human Resources with questions about use of this leave.

## Flexible Holiday

The Payroll Office has posted eight (8) hours of Flexible Holiday Leave to employee leave accounts and the leave was available for use beginning on December 25, 2012. Scheduling Flexible Holiday Leave is subject to supervisory approval. The Flexible Holiday Leave will expire on June 9, 2013.

This flexible holiday time was granted by the Governor when he closed Executive Branch offices on December 26<sup>th</sup>. Since ODU employees were already scheduled to be off on December 26<sup>th</sup>, the University provided this time to eligible employees as [Flexible Holiday Leave](#). Full time classified employees, administrative and professional faculty and full time teaching faculty are eligible for the Flexible Holiday Leave.

Please contact Human Resources if you have questions about this leave.



We are pleased to announce that funding is available to support the University Staff Dream Fund program. First launched in 2008, this program, which is privately funded through an endowment, will provide monetary awards up to \$2,000 and up to five days of paid time off for a staff member to fulfill a long-held dream—to pursue studies in an area unrelated to work, traveling to another country or visiting family far away, for example. The awards are not intended to address personal hardship situations, emergencies or job-related professional development.

Applications will be reviewed by a selection committee that includes representatives from the President's office, each vice presidential area, HACE and AUA. Recipients will be selected on the merits of their proposal, their past service and promise of future service. The winner will be announced in April and funding will be made available in July.

**Eligibility:** Full-time classified employees and full-time administrative and professional faculty who have worked at the University for a minimum of five years. Applicants must also have satisfactory or higher performance evaluations and no active disciplinary actions. Proposals are due to the Department of Human Resources by **March 4, 2013**. A description of the program, including selection criteria and a proposal form, are available on the Human Resources' web site. <http://www.odu.edu/ao/humanresources/recognition/dreamfund.shtml>

Proposal Packets must contain:

- Letter stating the dream, the reasons for it and a budget;
- Letter of support from a direct supervisor indicating the candidate is a valuable and meritorious employee;
- Letter of support from an Old Dominion University colleague;
- Brief resume;
- Statement of intent to remain at Old Dominion for the foreseeable future.

**Note:** Proposals must be received in Human Resources not later than **4:00 p.m. March 4, 2013**.

If you have questions or require assistance in completing a proposal packet, please contact Tony Belk, e-mail - [jbelk@odu.edu](mailto:jbelk@odu.edu) or 683-3046 in the Department of Human Resources.