

## Emergency Closings and Essential Personnel

Each year, the University is impacted by serious weather challenges such as hurricanes, heavy rain and flooding and power outages. 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 summer 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/apps/alerts/>

## Continue Your Premium Reward

After earning the initial six months of rewards, COVA Care or COVA HealthAware members can receive another six months of reduced premiums.

Here's how – take a biometric screening between August 1 and October 31. Screenings will be available at select work locations throughout the State and designated LabCorp facilities. You may also submit a form to complete the screening at your doctor's office. The form will be available at your doctor's office beginning July 1, 2013.

Biometric Screenings will also be done at ODU - time and place to be announced.

## Leadership & Management Development Certificate (LMDC) Program

### A new track is on its way!!

Over the past 8 years, many members of the ODU community have participated in the LMDC program. During which time, participant's commitment and dedication to the program and continued desire for professional development has been inspiring.

Currently, the LMDC program consists of three separate tracks that build upon one another. In order to complete all three tracks, a commitment of one track per year over the course of three years has generally been required, which is quite an accomplishment. At each Track 3 graduation, it never fails, the question is asked, "Will there be a track four?"

The answer to that question is **YES!** We are piloting a LMDC Track 4 this year. It will be available for 2014 registration. To be eligible, you must have successfully completed all three of the original LMDC tracks. The following courses are included in the Track 4 program:

- Orientation to Track 4
- Crucial Conversations
- Leading Across Generations (a Covey program)
- The 5 Dysfunctions of a Team
- The 7 Habits of Highly Effective People (a Covey program)
- Reflection/Graduation

We are very excited to include this new track as our latest addition to the LMDC program. Registration will begin in mid to late November. We will communicate the opening of 2014 registrations via email and University Announcements.

If you have any questions regarding Track 4, please contact Cheryl Foreman at x4316 or [cforeman@odu.edu](mailto:cforeman@odu.edu).

## Taking the "guess work" out of nominating an Employee of the Month



The selection committee for the employee of the month award is made up of classified and Administrative/Professional faculty from across university divisions and departments. Sometimes one or more of the committee will be familiar with the work of a nominee under consideration. But others on the committee will not be familiar with the nominee. As a result, the selection committee uses the information provided in the nomination to determine the winner of the monthly award.

For this reason, nominators are encouraged to include lots of details and examples that demonstrate the nominee's excellence! Multiple nominations are under consideration each month! The Nomination Rating Sheet used by the selection committee has recently been added to the Employee of the Month web site for your convenience when nominating a colleague. Reviewing the Rating Sheet will take the "guess work" out of preparing your nomination because the form details the criteria that the selection committee uses when determining winners of the Employee of the Month Award.

Take a moment to recognize your colleague for their outstanding accomplishment or service. The Employee of the Month program information is available at: <http://www.odu.edu/ao/humanresources/employeeofthemoth.shtml>

Contact Tony Belk at [jbelk@odu.edu](mailto:jbelk@odu.edu) or 683-3046 if you need any additional information.

## 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 compensated 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.

## Outside Employment for Administrative and Professional Faculty

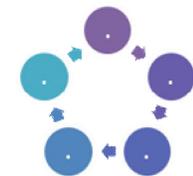
Old Dominion University has had longstanding practices regarding outside employment for administrative and professional (AP) faculty. At a recent BOV meeting an Outside Employment Policy for Administrative and Professional Faculty was approved. This policy documents our practices and introduces a form for use in reporting and obtaining approval for outside employment. The new form can be used for AP faculty and classified employees engaging in outside employment.

A link to the policy and its accompanying form is below:

<http://ww2.odu.edu/ao/humanresources/forms/outsideemployment.pdf>

Please contact Kathy Williamson at [kcwillia@odu.edu](mailto:kcwillia@odu.edu) or ext. 4564 if you have any questions about this policy.

## Workflow Streamlines the Employee Separation Process



The university has begun using Banner Workflow for monitoring the employee separation process and ensuring that the activities related to recovery of university resources are completed in a timely manner.

The workflow replaces the weekly termination spreadsheets currently sent by Human Resources to departments across campus, each with a responsibility for taking some action to recover university resources. The workflow will kick-off when Human Resources updates an employee's Banner record with a termination date. A workflow activity notification will be sent to each of the stakeholder offices as well as the employee's supervisor. The workflow activity notification will include name of the employee, the termination date and a link to Banner workflow. The recipient of the activity will log-in to the workflow and update the status of the activity as "completed" or "not applicable." Workflow uses the MIDAS ID and password for login.

The system will send reminder notices to those not completing their activity within three days of the termination date. Notices will continue to be sent every three days until the activity is updated in workflow. Human Resources will monitor the workflow to ensure that all required activities are updated and follow-up on past due activities.

Supervisors and stakeholder offices have been notified of this procedural change. Anyone needing additional information on this process should contact Joyce Skeldon at [jskeldon@odu.edu](mailto:jskeldon@odu.edu) or call 683-3063.

## Web Time Entry (WTE) - Reminders

To assist employees and supervisors with the new WTE process, we are providing the following important reminders.

- **Supervisory changes of any type must be communicated to the appropriate office immediately to ensure that employees are paid on time.** Failure to notify the appropriate office in a timely manner could result in employees not being able to access their time sheets or leave reports. (Classified, Hourly and Student employees use on-line time sheets. Admin & Professional Faculty and Teaching Faculty in VSDP use on-line leave reports.)

Contact Office	Employee Types
Human Resources	Classified, Hourly, Faculty & Administrators
Payroll Office – E1S Processing	Students

- **Supervisors Resigning:** HR needs to know immediately who will be acting as the Supervisor until a replacement is hired. Proxy set-ups **do not work** when the Supervisor has terminated.
- **Proxy Set-Up:** A Proxy is set up by the Approver. It is the Approver's responsibility to select an appropriate Proxy and notify them when they will need to approve an employee's time sheet or leave report. Neither Human Resources nor the Payroll Office can set up a Proxy for an Approver. The Proxy must have been assigned the same security set-up (budget codes & employee types) as the Approver in order to approve time or leave.
- **New supervisors or new proxies** must complete a Computer Account Request form and indicate they are a WTE Approver before they can act as an Approver in WTE. That form must be submitted to Human Resources who will approve the access and route the form to ITS for their action. Supervisors who do not have the proper security jeopardize their employee's access to WTE and this could result in employees not being paid on time.

- **Access to WTE:** All new employees have access to LeoOnline and WTE as soon as their employee record is created by Human Resources or E1S Processing. **No computer account** is required for employees to enter their time. They only need access to the internet.
- **PINs and resetting:** Your PIN is required to certify your time or leave in WTE. Should you forget your PIN, it can be reset by calling: Office of Finance, Customer Relations at 683-3030 (select option 1 from the menu), Registrar's Office at 683-4425 (select any option from the menu and someone will assist you) or Human Resources at 683-3042
- Guides for WTE are available on the Office of Finance website:  
[http://www.odu.edu/af/finance/facultystaff/disbursements\\_processing/payroll/wtedocumentation.shtml](http://www.odu.edu/af/finance/facultystaff/disbursements_processing/payroll/wtedocumentation.shtml)

## Introducing MyActiveHealth

During Open Enrollment, we introduced you to MyActiveHealth and encouraged you to take a health assessment to reduce your health insurance premiums. On July 1, you'll have access to a host of programs that can put you on the road to good health. The MyActiveHealth web portal will be enhanced and specific information will populate in each individual's portal. Family members age 18 or older covered under your health benefits plan will also have their own access to the portal.

You can also create your own personal health record on MyActiveHealth. That way, you can keep track of health information, like your medications and your last doctor's appointment and it will be right there when you need it! Visit [www.myactivehealth.com/COVA](http://www.myactivehealth.com/COVA) today!

## WORKPLACE VIOLENCE PREVENTION—AND SUPERVISOR RESPONSE



The Old Dominion University Workplace Violence Prevention Policy (#6501) <http://ww2.odu.edu/ao/poInproc/pdfs/6501.pdf> defines workplace violence as: *Any physical assault, threatening behavior, prohibited conduct or verbal abuse occurring in the workplace on property owned or controlled by the University.*

The policy defines prohibited conduct as: *Behaviors including, but not limited to, intentionally:*

- *Injuring another person physically;*
- *Engaging in written, electronic, verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;*
- *Engaging in written, electronic, verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;*
- *Defacing or damaging property;*
- *Threatening to injure an individual or to damage property;*
- *Committing injurious or threatening acts related to sexual misconduct, stalking, dating or domestic violence or sexual harassment;*
- *Brandishing a weapon or firearm; and*
- *Retaliating against any individual who, in good faith, reports a violation of this policy.*

The policy describes supervisory responsibility as follows:

*Department heads, directors, and supervisors are responsible for responding to complaints of prohibited conduct, communicating the policy to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.*

In addition to being highly ineffective communication and/or supervision, the behaviors in BOTH of the bulleted lists above are inappropriate and/or prohibited in the ODU workplace. Employees who are found to use these behaviors are subject to disciplinary action up to and including termination depending on the situation.

One challenge for supervisors is to recognize and respond timely and appropriately to all concerns of this nature brought to your attention or observed. Reported behaviors may be subtle; the employee sharing the concern is likely to be upset or emotional. Sometimes immediate relief needs to be arranged for the reporting employee. Information needs to be gathered and the employee is often concerned about retaliation. The Employee Relations staff is available to partner with you to address and remedy these difficult situations. Please contact Kathy Williamson (3-4564) or Tony Belk (3-3046) for assistance and support.

Employees have reported feeling threatened, intimidated, stressed, disrespected and/or embarrassed by behaviors like those listed here:

- yelling/screaming
- angry outbursts
- angry slamming of a hand or a door
- unpredictable mood swings causing “walking on eggshells”
- criticism given in front of others
- statements about job security/jeopardy
- directions being given in the form of demands/commands
- damage to personal property in the employee’s work area
- statements about not being first choice of the recruitment/selection committee
- not receiving information/answers to questions needed to perform assigned work
- not receiving notification of required meetings

## Fall 2013 Tuition Assistance

The Fall 2013 Tuition Assistance application deadline is: 5:00 pm, Thursday, August 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.

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

The 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/ao/polinproc/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 Spring 2014 semester application deadline for employees, spouses and dependents is Monday, December 2<sup>nd</sup> @ 5:00 p.m.

## Pre-Retirement Seminar

**Date: 09/24/13**

**Time: 9am — 3pm**

**SAVE THE DATE**

Sessions will be provided on:

**Retiree Healthcare**

**VRS Retirement**

**Will & Estate Planning**

Registration will be required, more details to follow as the schedule and speakers are confirmed.