# ReSource

A Publication of the Department of Human Resources  
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Human Resources is pleased to announce the 2017 University Staff Dream Fund program. First launched in 2008, this program, which is privately funded through an Educational Foundation endowment, will provide monetary awards and/or paid time off for staff members 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. State recognition policies apply. The awards are not intended to address personal hardship situations, emergencies or job-related professional development. Proposals will be reviewed by a Screening Committee that includes representatives from the Chief Operating Officer, Academic Affairs, Student Engagement and Enrollment Services, University Advancement, HACE, AUA, and Athletics. A final selection will be made by the Selection Committee comprised of the VP for Advancement, the VP for Human Resources, and an Employee Relations Consultant. The recipient(s) will be selected on the merits of their proposal, their past service and promise of future service. The recipient(s) will be announced in late spring and funding will be made available in July.

Eligibility:
- Full-time classified employees and full-time administrative and professional faculty
- Service at the University for a minimum of five consecutive years
- Satisfactory or higher performance evaluations
- No active disciplinary actions

Proposals are due to the Department of Human Resources by Friday, May 5, 2017. A description of the program, including selection criteria and a proposal form, are available on the Human Resources web site.

Proposal Packets must contain:
- A completed online proposal (link below) which includes:
  - A thorough description of the dream and the reasons for it
  - A budget/financial plan for achieving the dream
  - A statement of intent to remain at Old Dominion University for the foreseeable future
- 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

CLICK HERE TO BEGIN YOUR PROPOSAL
Classified Leave Reporting Procedures

All hours worked and leave taken must be accurately recorded via Web Time Entry (WTE) each pay period. Failure to report leave accurately may result in a financial obligation to the employee and/or the approving supervisor.

Old Dominion University Policy 6040: Classified Employee Leave Reporting Procedures states “Employees are responsible for entering complete and accurate time and leave information via WTE by established deadlines each pay period...The accurate accounting of employee work hours is no less important than the accurate accounting of cash. The supervisor is responsible for assuring that complete and accurate leave information is submitted via WTE by established deadlines.”

**QUESTION:** Can an employee/supervisor use other tracking methods such as excel and logs to document time worked and leave?
**ANSWER:** Informal means of tracking work and leave may be used to prepare an accurate report in WTE for each pay period. However, all hours worked and leave taken must be recorded in Web Time Entry (WTE). Failure to accurately record and approve time worked and leave taken in WTE may result in progressive disciplinary action and/or financial obligation.

**QUESTION:** Who is responsible for monitoring attendance, and verifying and approving work hours in WTE?
**ANSWER:** The supervisor.

**QUESTION:** Can a non-exempt employee have a “working lunch”?
**ANSWER:** Non-exempt employees must be relieved of duties during meal breaks. Serving lunch at a meeting does not constitute a “meal break” for non-exempt employees. When employees are required to work during their meal break, that time shall be counted as time worked.

**QUESTION:** What meal and rest breaks should an employee take?
**ANSWER:** Please review Policy 6200 Hours of Work Policy: Section F.2.g. Meal and Rest Breaks

**QUESTION:** Can an employee decide to work overtime if they have work that needs to be completed by the close of business?
**ANSWER:** Non-exempt employees may work overtime hours only as authorized in advance by the supervisor. Failure to obtain approval prior to working overtime may result in progressive disciplinary action.

*Old Dominion University employees and supervisors are responsible and accountable for accurately reporting hours worked.*
Welcome: Chris Kinney

Chris has joined the Department of Human Resources as a Senior Training Consultant specializing in organizational development. Chris previously worked at Busch Gardens Williamsburg for 12 years and held many leadership roles within the park operations department. Most recently, Chris was the Training Supervisor for Park Operations. Chris graduated from ODU with a Bachelor’s in Psychology and an MBA. Chris is currently pursuing a Masters in Industrial Organizational Psychology with Adler University and expects to graduate in the fall of 2017.

Chris is excited to be here, happy to be back in the ODU community, and is looking forward to working with you on your organizational development and training needs.

Contact Chris Kinney at ckinney@odu.edu

SAVE THE DATE
2017 EMPLOYEE ICE CREAM SOCIAL

Sponsored by the Quality of University Life (QUL) Committee

Tuesday, May 16th
11:00 – 1:00 North Cafeteria, Webb Center
Many more details to follow!
Quick Guides for PAPERS are available on the Human Resources website. These quick guides can assist you with completing processes, workflows, transactions, and frequently asked questions. Quick Guides include, but are not limited to, the following:

### STAFFING AND OPERATIONS

**Applicant Tracking**

- Recruitment & Selection Process
- Creating a Posting
- Approving a Posting
- Applicant Review
- Hiring Proposals
- Workflows

**CONTACTS**

- Pam Harris 3-5131
- Arlinda McGruder 3-6127
- Lorri Nelson 3-7018
- Brian Dunn 3-3028

### COMPENSATION & CLASSIFICATION

**Position Management**

- Creating a new position description
- Updating an existing position description
- Redefining an existing position description

**CONTACTS**

- Nadine Faulcon-Johnson 3-3067
- David Hawkins 3-3060
- Rakim Reid 3-4399

### EMPLOYEE RELATIONS

**Performance Management**

- Performance plan
- Progress notes
- Self evaluation
- Annual evaluation
- Probationary programs
- Workflows

**CONTACTS**

- Tony Belk 3-3046
- Cori Okonek 3-3394
Benefits
Contributed by:
Brenda Johnson, Megan Alston, Anna Marcano and Marcha Shriver

Benefits Walk-In Office Hours
To better serve the campus community and to meet the growing demands of the University, the Benefits Office has established office hours for walk-ins. The newly established walk-in hours are as follows:

Tuesdays, Wednesdays and Thursdays
9:00 am to 4:00 pm

Outside of these times we ask that you please make an appointment to ensure that one of our benefits representatives is available to meet with you. To schedule an appointment, please contact one of the following Benefits team members:
Megan Alston at 757 683-4196 or malston@odu.edu
Anna Marcano at 757 683-4237 or amarcano@odu.edu
Brenda Johnson at 757 683-3051 or bmjohnso@odu.edu

Retirement consultations are available on Tuesdays, Wednesdays and Thursdays. Please contact, Marcha Schriver, Retirement Specialist, at 757 683-5105 or mschrive@odu.edu for an appointment.

We thank you for your continued support.

Is retirement in the near future for you?
Have you decided when to retire? Please contact Marcha Schriver at mschrive@odu.edu for an appointment to discuss the necessary steps and requirements.

DHRM Employee Discounts
Discounts are available to all state employees for a multitude of services including, but not limited to, the following:
- Travel, vacations, and hotels
- Financial Services
- Health and Fitness
- Home and Office
- Telephone and wireless
For more information please visit the DHRM Employee Discount Website

Is retirement in the near future for you?

Is retirement in the near future for you?
**ReSource**

**Benefits**
Contributed by: Brenda Johnson, Megan Alston, Anna Marcano and Marcha Shriver

**Healthy Beginnings Maternity Management Program**
*Healthy Beginnings* is a Maternity Management Program offered through ActiveHealth. Expectant mothers enrolled in either COVA Care or COVA HealthAware who enroll in the program and complete the requirements can earn a $300 copay waiver or HRA contribution. The expectant mother must enroll within the first 16 weeks of pregnancy.

The benefit is free as part of the health plan coverage. For more information, please contact ActiveHealth at 1-866-938-0349.

**Summer 2017 Tuition Assistance**
The Summer 2017 Employee Tuition Assistance application deadline is 5:00 pm, Monday, May 1st.

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.

For information on eligibility, maximum credit hours of assistance and program specifics please review the Old Dominion University Policy #6400 Tuition Assistance Policy.

Applications are available on the Human Resources forms website under Tuition Assistance.

For planning purposes, the Fall 2017 semester application deadline for employees, spouses and dependents is Tuesday, August 1st @ 5:00 p.m.

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**SAVE THE DATE!**

**Open Enrollment May 1, 2017-May 15, 2017:**
*Short Open Enrollment period this year!*
Open Enrollment is the period when health care eligible employees may enroll in health benefits, change plans, add or remove family members from coverage, waive state health coverage, and/or elect to enroll in or re-enroll in a flexible spending account. Additional information will be sent as it becomes available.

**Pre-Retirement Seminar: September 6, 2017**
Vendors will be on campus to provide information and assist employees nearing retirement. The event typically includes representatives from VRS, TIAA, Fidelity, Social Security, Department of Human Resources Management, and more. Registration information will be sent in late summer.

**Benefits and Wellness Fair: October 12, 2017**
Representatives from most of the university’s benefit providers as well as local businesses will be on campus to provide information and resources. The event also includes fitness classes and flu shots. Additional information will be sent in the fall.

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**Purchase of Prior Service**
*Employee Self-Service Coming Soon!*
Beginning in Early April, VRS members will have access to a new Purchase of Prior Service self-service section in myVRS. Members will be able to:
- View prior service in their account that is eligible for purchase.
- Select the type and amount of service to purchase.
- Choose the order in which to purchase service.
- Calculate the cost to purchase service.
- See the impact of purchasing service on their future retirement benefit.

Evaluate the time it will take to recover the purchase cost in retirement. Details will be announced soon!
Workplace Violence Prevention—And Supervisor Response

Old Dominion University Policy 6501: Workplace Violence Prevention Policy 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.”

This 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 that are reported to you. 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 identify resources, address, and remedy these difficult situations. Please contact Tony Belk (3-3046) or Cori Okonek (3-3394) for assistance and support.
ReSource

Contributed by: Pamela Harris

Overtime Leave and Newly Exempt Employees
When employees are promoted or hired into a different position at the university, the employee exemption status may change from non-exempt (eligible for overtime) to exempt (not eligible for overtime). The newly exempt employee may have an overtime leave balance from when they were in a non-exempt position. According to DHRM’s Overtime Leave Policy – 3.15, an agency may pay a part or all of an employee’s overtime leave balance at any time to manage its overtime leave liability. **It is the University practice to pay out employee overtime leave balances when an employee moves to an exempt position.**

If you have any questions regarding this practice, please contact Pam Harris at extension 5131.

New Non-Instructional Part Time Faculty (4031) Process
In an effort to be consistent with our hiring practice of part time employees, we will now follow a similar process to hire non-instructional part time faculty (4031) employees.

Key changes to the process include:
- Human Resources will review the position description and the candidate’s resume to verify the assignment is classified appropriately and the candidate is qualified.
- Candidates will complete a criminal background form, if applicable.

Due to the change in the process, we have revised the non-instructional part time faculty temporary employment payroll form (4031). Both the form and process are now located on HR forms website under Employment.

If you have any questions regarding the process, please contact Pam Harris at extension 5131.

Human Resources Forms
HR forms may have changed since you last used them. Therefore, please make sure to regularly check the HR forms website to ensure you are using the most recent version.

Documentation Sent to Human Resources
It is imperative that all documents submitted to Human Resources are legible (preferably typed) and include your UIN. If submitting a photocopy of an original document, please lighten the copy to ensure all numbers and text are legible. This will allow for a clean and legible copy to be scanned and/or printed from electronic files.
Workplace Bullying Prevention

The Department of Human Resources is pleased to offer a new training program—“Workplace Bullying: Bullies are not just limited to the playground.” Bullies on the job can cause irreparable harm to their colleagues. While violent or vengeful workers occasionally make the news, there are insidious bullies in nearly every workplace. Whether co-worker, boss or junior colleague, their behavior causes other people to suffer shame, humiliation and fear—all of which can affect their non-work life as well as their job performance.

Bullying has been identified as a contributing factor in the epidemic of violence in workplaces across the country, it is important that we are aware of what constitutes bullying behavior and what to do about it. The goal of the program is to educate employees on what workplace bullying is, how to recognize it, and what to do about it, in an effort to eliminate the occurrence of such abuse within the University environment.

If you are interested in attending, please follow the instructions below to register. Classes fill up fast, so register right away.

In order to sign up for Workplace Bullying/FlexReg series:

1. Login to FlexReg (Your username is your UIN. Your Password is your birthdate: MMDDYY). If you are unable to login, please email continuinged@odu.edu
2. Search
   Select SUMMER 2017 – CONTINUING ED from the first drop down menu
   Type ZHRW 0020 in the second search box
3. Select the date and time that you would like to attend, and click ADD.
   **There are two scheduled classes for the program:
   May 9th, 9:00am – 11:00am
   May 10th, 1:00pm – 3:00pm
   Each class is in Spong Hall, Training Room 1505. You only need to attend one class.

If you have any additional questions regarding this workshop please contact Marilyn C. Baylon at mbaylon@odu.edu or extension 3-4316.
The New E3 School – Elevated Early Education is now offering Old Dominion University faculty, staff and students a 10% discount opportunity. Standard registration processes apply and you must have a university ID to be considered for the discount. For additional information about the school please visit their website at www.newe3school.org or tour their state-of-the-art facility located at 2901 Granby Street.

This partnership was sought in response to the Women’s Caucus raising awareness of the need to have more childcare options available to faculty, staff and students. The results of a subsequent child care usage study supported the desire to have additional child care options available, especially near campus.

The arrangement with the New E3 School is not intended to compete with the University’s Children’s Learning and Research Center whose mission is to offer the highest quality early education for the children of ODU faculty, staff, students and the metropolitan Hampton Roads community.

Administrative Professionals Day is Wednesday, April 26th. This is a perfect opportunity to plan an activity or event to express appreciation to those valuable employees who provide administrative support to their areas. Larger departments may want to plan one activity for all of the support staff; smaller units may be able to do something on an individual basis.

Some ideas include:
- Host a potluck luncheon – food provided by supervisors/faculty in the department.
- Prepare a personalized greeting card for each administrative employee.
- Bring in some sweet treats or basket containing assorted edibles for your administrative professionals.
- Take your administrative professional(s) out to lunch.
- Spend a few minutes expressing gratitude for the contributions they have made making sure to cite specific examples.

If you have any questions or need additional suggestions, please call Tony Belk (683-3046) or Cori Okonek (683-3394).
Don’t Get Hooked by Phishing Schemes

Scammers know no season, but they are especially busy around tax time, trying to trick unsuspecting victims into handing over passwords, Social Security numbers or hard-earned money. According to the Internal Revenue Service, there has been a spike in tax scams as criminals pose as banks, credit card companies, tax software providers or government agencies.

In the past, consumers were urged to watch out for poorly worded messages full of grammatical errors, but scammers don’t necessarily make a lot of mistakes anymore. It used to be easy to spot a fake from miles away. These days, phony log-in pages can be hard to decipher from legitimate pages.

To protect yourself, keep these tips in mind during tax season and beyond:

▪ **Know where your information is going.** If you receive a message from a company asking you to log in and confirm something about your account, open your browser and type in the company’s address yourself, just to be sure you’re on a trusted site.

▪ **Never send private information by email.** Reputable companies (including ODU) will never ask you to verify your user name and password by email. And the IRS does not initiate contact with taxpayers by email to request personal or financial information.

▪ **Before replying to an email, check the return address.** In some schemes, criminals may hack an email account and send mass emails under another person’s name. Pay attention to the “reply-to” address, even in messages that seem to be from someone you know.

▪ **Look out for false urgency.** Cybercriminals love to confuse their victims with threats of locked accounts or arrest warrants. Don’t be intimidated by high-pressure scare tactics until you can confirm the identity of the person on the other side of that message.

Your ODU faculty/staff email account is protected by Microsoft Advanced Threat Protection (ATP), which automatically analyzes all links and attachments for malicious content. While this provides an additional level of protection to email that is delivered through ODU, nothing is 100% effective 100% of the time. We must all stay vigilant to avoid being hooked by phishing schemes, all year long.

Learn more about ATP and safe email practices.
Hello there,

Purchase a Weight Watchers® membership between 4/24/17 and 5/5/17 and receive a FREE STARTER KIT* ($70 Value!) full of tools to help you get started and stay on track.

Kit includes:
- Inspirational Tote Bag
- Guide & Coupon Book
- Fruit Infuser Water Bottle
- Measuring Cup Set
- Collapsible Salad Bowl

Join and get your FREE Starter Kit!

Step 1: Enroll in Weight Watcher by going to https://wellness.weightwatchers.com and input
OLD DOMINION UNIVERSITY
Employee ID: 63569
Employer Passcode: WW63569.
Follow the instructions to enroll.

Step 2: Once enrolled, redeem for your Starter Kit by going to weightwatcher.com/atworkstarterkit and enter your member registration number and shipping address. Complete this step by 5/19/17.

If you experience any problems enrolling or redeeming for your starter kit, please call Weight Watchers Customer Service at 866-204-2885.

QUESTIONS ABOUT WW AT ODU—CONTACT KATHY AT 683-4564

**FREE KIT OFFER:** You must purchase a Meetings + OnlinePlus membership between 4/24/17 and 5/5/17 to get free kit. Available only where Weight Watchers memberships are offered through the workplace, and in participating areas only. One kit per member. Kit must be redeemed by 5/19/17. While supplies last. US addresses only: no P.O. boxes or APO/FPO boxes. Please allow at least 3-4 weeks for delivery. Offer may be revoked at any time and may not be redeemed for cash. Non-transferable. Void where prohibited.
**WELLNESS CORNER**

Contributed by:
Tamara Morgan,
Assistant Director of Fitness and Wellness

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**Fun Fair with a side of Health**

**Thursday, April 27**

10 a.m. - 2 p.m.

Student Recreation Center

**Screenings • Food • Fitness Classes • Raffles**

ODU employees, come learn about ways to increase your personal wellness and enjoy some work/life balance through vendors from the Hampton Roads area and ODU Community.

Complimentary day pass for the Student Recreation Center will be provided to all attendees.

Day pass must be utilized the day of event.

Biometric Screenings will be performed on site. Screening results can be submitted to your insurance for potential deduction in your rates!

$10 to participate in screening

- Email tmorgan@odu.edu to schedule your appointment
- Appointments must be made prior to April 27, 2017

Biometric Screening participants will need to fast for 9-12 hours prior to the screening.

(Note: Screening results will not be shared with anyone at the institution)

For more information or to schedule screenings, please contact Tamara Morgan, Assistant Director of Fitness and Wellness, at tmorgan@odu.edu

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**Thursday, April 13th**

5:00-7:00 pm

Come join the SRC in getting active with your furry friends in our Doggy Day 3K walk around ODU!

First 100 registered will receive a Doggy Day T-Shirt and a Goodie Bag for your furry friend!

Registration begins at 5:00 pm in front of the SRC, walk begins at 5:30 pm.

Afterwards, join us at the SRC Intramural Field for our own mini dog park “Yappy Happy Hour” Filled with mocktails and treats for participants and their four legged friends!

For more information contact Tamara Morgan at tmorgan@odu.edu

*All participants will be required to sign a waiver for their vaccinated pup to participate in the dog park the day of.