Employee Benefits Fair and Flu Shots—October 23rd

The Department of Human Resources will be holding its annual Employee Benefits Fair on THURSDAY, OCTOBER 23RD FROM 9AM TO 2PM. The event will be held in the Hampton-Newport News and River Rooms in Webb Center. Representatives from most of the University’s benefit 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 adult full time employees and family members who are 18 years of age and older and 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 if you have any questions.

Keep Your Beneficiary Designation Up to Date

September is Life Insurance Awareness Month. It is very important to keep your beneficiary designation up to date as you marry, have a family and go through other life changes. The Virginia Retirement System (VRS) is required by law to pay benefits according to the latest beneficiary designation in your VRS record.

You can name any living person or entity, such as an eligible trust or charity, as your beneficiary. You can change your life and optional insurance beneficiary at any time through the Designation of Beneficiary (VRS-2) form. You can also change your VRS retirement beneficiary with this form.

Changes to the AP Faculty Recruitment Process

The Administrative & Professional (AP) Faculty recruitment process is coming under the purview of the Department of Human Resources beginning in January 2015. The entire process will be on-line using a platform supported by PeopleAdmin, the current vendor for PAPERS. In preparation for this change departments representing several areas across campus have assisted in testing the process. In September these same departments began using the system, which we are calling PAPERS7, for their AP faculty recruitments. In January, all AP Faculty recruitments will be done on-line using PAPERS7.

This fall HR staff will provide PAPERS7 presentations to campus groups. On-line guides will be available in December. Details of training opportunities will be shared later.

If you would like more information contact Nadine Faulkon-Johnson, Director of Total Compensation and Staffing, at 683-3067 or nfaulcon@odu.edu.
Tuition Assistance Program

The spring 2015 Tuition Assistance application deadline is: 5:00 pm, Monday, December 1, 2014.

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 2015 application deadline for eligible employees is Friday, May 1, 2015 @ 5:00 p.m. The Tuition Assistance Program for dependents and spouses is not offered during the Summer Semester.

New Federal Regulations Seek Voluntary Reporting of Disability

New federal regulations require Old Dominion University to ask all employees and job applicants to voluntarily self-identify as an individual with a disability.

Beginning October 25, 2014, all faculty and staff will be invited by email to voluntarily self-identify on Leo On-line as an individual with a disability, with invitations offered every five years thereafter.

For some time, job applicants have been asked to voluntarily identify sex, ethnicity and race when they apply for a position at the university. The new regulations require employers to invite applicants to self-identify in the application and again after a job offer is made (but prior to the first day of work). Employers may not compel or coerce individuals to self-identify, and all self-identification information will be kept confidential.

The information voluntarily provided at the time of application is not provided to the hiring supervisor, but is retained in a data file to be used to evaluate the effectiveness of recruitment and outreach efforts. Employers must use the self-identification form provided by the Department of Labor.

By asking prospective and existing faculty and staff members to voluntarily self-identify disability status, Old Dominion University will be better able to fulfill our federal obligations while continuing to take proactive steps to ensure our community is welcoming, supportive, diverse and free from discrimination and harassment. For additional information please contact the Office of Institutional Equity and Diversity at 683-3141 or visit the Office of Federal Contract Compliance Programs website at http://www.dol.gov/ofccp/503Rule.

REMINDER:

The deadline for submitting 2014 evaluations for classified employees is Friday, October 24. For assistance with evaluations or PAPERS software, please contact Tony Belk (3-3046) or Kathy Williamson (3-4564).
Teleworking

The intent of teleworking is to promote a means of achieving administrative efficiencies (e.g. reducing office and parking space), reducing traffic congestion and transportation costs, supporting continuity of operations plans, and sustaining the recruitment and retention of highly qualified workforce by enhancing work/life balance.

Management is responsible for managing the University’s affairs and operations. Therefore, management, in consultation with the Department of Human Resources, has the discretion to:

- designate positions for regular or intermittent telework;
- and designate and approve employees for telework.

In making decisions about which positions are appropriate to designate or approve for telework, management, in consultation with the Department of Human Resources, will analyze the duties of positions and how the work is performed. Generally, the following types of positions that may be appropriate for telework are those that:

- require independent work;
- require little face-to-face interaction;
- require concentration;
- result in specific, measurable work products; and
- can be monitored by output, not time spent doing the job.

The Department of Human Resources, in consultation with managers, has identified broad categories of positions that are ineligible for telework. The Department of Human Resources will maintain a list of these positions along with the appropriate justification as to why the positions are ineligible. For example, direct service and place-specific positions such as police officer, grounds worker and housekeeping worker positions are ineligible. Typically non-exempt positions do not qualify for Telework.

In order to telework, an employee must do the following:

- Complete a telework agreement form and submit it for approval
  - By signing a Telework Agreement Form, the employee agrees to safeguard State and University information used or accessed while teleworking and comply with all related Information Technology Services (ITS) information technology policies, including required training;
  - An employee cannot begin teleworking until the Telework Agreement Form has been approved through the required management steps and Human Resources.
- Review the Campus Virtual Private Network (VPN) Access Procedure and complete the ITS Universal Account Request form.
- Submit forms to the Technical Support Center in Webb Center or to the main office on the 4th floor of the Engineering and Computational Sciences Building.
- Once registered by ITS, complete the Remote User Training Course required by ITS. The course must be completed before VPN access is granted. Employees who plan to use University equipment from home must complete the Equipment Use Authorization Form.

For additional information, please refer to University Policy #6202, Telework, or contact Pam Harris, Staffing & Operations Manager, pharris@odu.edu or extension 5131.
WELCOMING AND ORIENTING OUR NEW EMPLOYEES

Supervisors: New Employee Orientation is an important first experience for our new employees! Your support is essential to ensure that our new team members receive timely information about employment at ODU and have the opportunity to sign up for benefits by required deadlines.

Please direct your new employees to attend New Employee Orientation as scheduled. Doing so will enable HR to have the necessary materials, refreshments and staff on hand to effectively complete the NEO session objectives. HR does not have the resources to provide individual orientation sessions for new employees.

If you have questions regarding the orientation process, please feel free to contact Cheryl Foreman (x4316) or Thasheena Cutno (x3082). Thank you in advance for your support!