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2016 Classified Performance Evaluations

Training Available

Classified Performance Evaluations must be completed no later than **October 25, 2016**. There are important changes since last year that supervisors need to be aware of. Employee Relations is offering several training sessions for the annual evaluation process.

Seating is limited, please click here to register through FlexReg. Sign In by entering your University Identification Number (UIN) for the Login ID and date of birth (MMDDYY) for Password.

Additionally, the Annual Evaluation Quick Guide is available.

**Thank you!**

A very special THANK YOU to the following supervisors for completing their evaluations early. Early completion of annual evaluations is encouraged. Do not wait until the last minute!

- Petros Katsioloudis
- Jeffrey Jones
- Tim Miller
- Daniel Genard

Required Documentation for Evaluations

For an OVERALL rating of Extraordinary Contributor or Below Contributor at least one of the following forms must be attached:

**Extraordinary Contributor** (one of the following is required)
- Acknowledgement of Extraordinary Contribution Form (issued after 10/26/2015)
- Immediate Recognition Form (issued after 10/26/2015)

**Below Contributor** (one of the following is required)
- Written Notice (issued between 10/26/2015 and 8/25/2016)
- Notice of Improvement Needed/Substandard Performance (issued between 10/26/2015 and 8/25/2016)

HR does not have the ability to attach forms to evaluations if they have been forgotten. It is imperative that supervisors attach any required documentation PRIOR to routing the evaluation to the reviewer.

If you are considering giving an overall rating of Below Contributor you will need to work closely with Employee Relations prior to issuing the evaluation.
Welcome Dinh Tran

Please join us in welcoming Dinh Tran as Human Resources’ newest Staffing & Operations Assistant. Dinh joined Human Resources in September. Dinh will be responsible for processing all part time transactions (i.e. direct hires, 4031s, adjuncts, FLAC supersedes, etc.). Dinh’s office is located in 1401 Spong Hall.

Dinh has Human Resources experience with the Virginia Department of Transportation where she was employed as a Human Resources Assistant. Dinh also has prior service with TCC and with ODU during 2006-2007 in the College of Engineering.

Dinh has a Bachelor’s degree in Business/Information Systems.

2017 Performance Plans are due by December 1st

The 2017 performance plan will be available to supervisors in PAPERS starting October 26, 2016. For information on completing a performance plan, review the Performance Plan Quick Guide and/or sign up for one of our training sessions:

- October 27, 2016  10:00am  Spong Hall Training Room
- November 8, 2016  1:00pm  Spong Hall Training Room
- November 22, 2016  10:00am  Spong Hall Training Room

Seating is limited, please click here to register through FlexReg. Sign In by entering your University Identification Number (UIN) for the Login ID and date of birth (MMDDYY) for Password.

- Performance plans should include two to four goals for the performance year.
- Each goal should be directly related to one or more of the employee’s core responsibilities.
- Goals should be fair and attainable and can be measurable if appropriate.

Classified staff who completed their 12-month probationary period after July 25, 2016 will also receive a performance plan in PAPERS as they will be included in the 2017 Annual Evaluation process. Performance Plans have replaced the “Certify the PD” process. Any changes that need to be made to a Position Description must be made through Position Management in PAPERS.
Management Notes

**FLEX REG for Employee Training**

Employees taking University-sponsored employee training now use Flex Reg to register for a class or series. As the result of a collaborative partnership with our colleagues in the Office of the Registrar, ITS and the CLT, Human Resources has transitioned the registration process from the Knowledge Center to Flex Reg.

In addition, course materials, tests and the like will be accessible via Blackboard. We are very excited about the enhanced user friendliness and flexibility we have using Flex Reg and Blackboard.

Announcements about training opportunities will contain up-to-date instructions and links to register for classes and will be provided by the department hosting the training. Mandatory State training will remain housed in the Knowledge Center.

**Employees must sign in to FlexReg by entering their University Identification Number (UIN) for the Login ID and date of birth (MMDDYY) for password.**

See [How to Register Through Flexible Registration](#) for more information.

If your FlexReg account has been locked or you need assistance, please contact [continuinged@odu.edu](mailto:continuinged@odu.edu)

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**Inclement Weather Policy**

Certain weather could result in the University's closing. When the University is closed due to inclement weather or emergencies, designated employees are required to report to work.

Employees should check with their supervisors to determine the expectations for their position. For more information, please see the University’s [Inclement Weather and Emergencies Policy 1020](#).

For timely notifications, Old Dominion University offers a free [emergency alert messaging system](#).
Characteristics of the Worst Boss

Contributed by Kathy Williamson

An article in the September 2016 Issue of The HR Specialist reported on a recent survey performed by a consulting firm called Appirio. The survey asked responders to answer questions about the qualities of their worst supervisor. Here are some of the results:

- 32% reported that their worst boss never gave credit where it was due.
- 31% reported that their worst boss rarely gave verbal praise or support.
- 23% reported that their worst boss didn’t help them move toward a promotion.
- 12% reported that their worst boss viewed them as replaceable.
- 2% reported that their worst boss was stingy with bonuses and gifts.

For the employees participating in this survey, being seen, valued, and appreciated was more important than pay and perks! Something to consider.

How to Address Bullying in the Workplace

Bullying is an unfortunate reality in today’s workplace. The good news is, it can be addressed and stopped by you, the supervisor.

When intimidating or bullying behavior is reported to you please do the following:

- Listen to the employee’s concerns, take notes, ask for specific examples.
- The employee does not need to provide a written statement of events, but any documentation provided should be reviewed.
- Do not jump to conclusions.
- Try to preserve anonymity and reduce conflict and gossip in the office.
- Contact Employee Relations for guidance on the options available to address concerns.

Bullying in the workplace is a violation of the ODU Standards of Conduct and the ODU Service Standards and the ODU Code of Ethics.

Bullying behavior can be addressed through progressive discipline and should not be tolerated, ignored, or passed over.

You, the supervisor, have the authority and the ability to put an end to bullying in the workplace.
Hybrid Plan Auto-Escalation Coming in January

To help members save for retirement, the VRS Hybrid Retirement Plan was designed so voluntary contributions automatically increase by 0.5 percent every three years. If you are a hybrid plan member, your first automatic increase (auto-escalation), will take place January 1, 2017. The automatic increases will continue every three years until you reach the maximum voluntary contribution of 4 percent.

VRS will send information on the automatic increase and the steps needed to take to opt-out of participation this Fall.

Open Enrollment for the Optional Retirement Plan

Open Enrollment for the Optional Retirement Plan (ORP) is October 1-31, 2016. Open Enrollment provides participants with an annual opportunity to change providers effective the first payroll in the following calendar year.

Beginning in January 2017, ORPHE participants have three provider options from which to choose: DCP, TIAA and Fidelity Investments.

For additional information, please see the ORP Open Enrollment website.

Working After Retirement

Are you thinking about retiring from Old Dominion University? Are you thinking about returning to work? Here is some information to help you plan:

- After you retire, you can work for any employer that does not participate in the Virginia Retirement System (VRS) and continue to receive your retirement benefit.

- IRS rules require that when taking a distribution from a retirement plan, Virginia Retirement System (VRS) or Optional Retirement Plan (ORP) there must be a bona fide break in service. Also, the Affordable Care Act (ACA) regulations dictate certain parameters for re-employment following VRS/ORP retirement. The following applies to re-employment with ODU or any State employer:
  - Re-employment may not begin until after a 26-week break in service.
  - Temporary work cannot be identical to the work performed prior to retirement.
  - Agreements for re-employment can not be made until after retirement.

Please contact Marcha Shriver if you have any questions.
Changes Coming to VRS Purchase of Prior Service Provisions in January

Purchase of prior service provisions are changing on January 1, 2017, and those changes may result in higher cost and fewer months of service eligible for purchase.

Now is the time to see if you have prior service you can purchase and whether it is better to purchase it this year or wait until after January 1, 2017.

Prior service includes public employment, active duty military service, an eligible period of leave or VRS refunded service. Prior service credit counts toward the five years needed to become vested, eligibility for retirement and the health insurance credit.

If you decide to purchase service before January 1, you should apply no later than October 1, 2016. Any payments received after December 30, 2016, will be processed under the provisions that become effective January 1, 2017.

For more information, please see the VRS website.

Introducing Roth 403b

Old Dominion University is introducing a Roth contribution option to the current list of 403(b) supplemental retirement plans. Employees will be able to select a Roth option with TIAA and/or Fidelity Investments, with the first contribution effective October 1, 2016. The Roth 403(b) allows employees to contribute after-tax dollars with the potential of tax-free withdrawal at retirement.

Because Roth contributions are under the same IRS limits as pretax contributions to your plan, each dollar of a Roth contribution reduces the amount that can be contributed pretax (and vice versa).

Who might benefit from a Roth 403(b)?

- Younger employees who have a longer retirement horizon and more time to accumulate tax-free earnings.
- Highly Compensated individuals who aren’t eligible for Roth IRAs, but who want a pool of tax-free money to draw on in retirement.
- Employees who want to leave tax-free money to their heirs.

For more information on this additional savings option, please contact the ODU Benefits Department:

Brenda Johnson
Megan Alston
Wellness Tips to Keep You Healthy This Fall

Summer has come and gone and classes are back in session. The temperatures outside are finally starting to cool off and the feeling of fall is upon us. To help your body ease into the transition, I have put together some wellness tips to get you ready for the colder months and keep your health in line.

Take some time for yourself. Autumn and winter are the Earth’s way of telling us to slow down, so take time to listen to Mother Nature. Start a journal to help you get more in touch with how you are feeling, start reading a good book, or plan to spend more time doing what you enjoy most.

Boost your immune system. With flu season upon us it is important to keep an eye on your immune system. You can boost your immune system by making sure to drink plenty of water (in general you should try and drink between half an ounce and an ounce of water for each pound you weigh, daily), wash your hand often, and eat nutritious immune boosting foods (i.e. citrus fruits, garlic, ginger, spinach, and almonds to name a few).

Plan ahead for Daylight Savings Time. Start to plan to go to bed earlier when you can, especially leading up to the week before the clocks change (Sunday, November 6). Longer periods of darkness= longer periods of sleep!

Moisturize your skin. With the temperatures getting cooler and your heater starting to come on, your skin may become dry. Make sure to moisturize your skin daily to assist with this change. You should continue to apply sunscreen when outside for long periods of time.

Stay active! As the holidays and cold temperatures start to arrive, it can be really easy to get out of your activity regimen. Make sure you keep up your movement, whether you need to rake leaves or shovel snow, it is important to keep moving!

Spicy Pumpkin Chili

Ingredients:

- 1 lb. ground beef (or ground turkey)
- ½ tsp crushed red pepper flaxes
- 1 tsp minced garlic
- ½ large onion, diced
- 1 green pepper, chopped
- 1 red pepper, chopped
- 1 (15 oz.) can kidney beans, rinsed and drained
- 1 (15 oz.) can black beans, rinsed and drained
- 2 tsp pumpkin pie spice
- 1 (15 oz.) can fire roasted diced tomatoes
- 1 (14.5 oz.) can pumpkin puree

Preparation:

1. Heat a large skillet over medium-high heat; cook and stir the beef in the skillet until crumbly and no longer pink, about 5 minutes. Stir in the red pepper flacks, garlic, and onion; continue cooking until the beef has browned and the onion has softened and turned translucent. Add the green and red bell pepper and cook 5 minutes more.

2. While the beef is cooking, combine the kidney beans, black beans, Great Northern beans, tomato sauce, tomato sauce with garlic and onions, petite diced tomatoes, fire roasted diced tomatoes, and pumpkin puree in a large slow cooker. Season with pumpkin pie spice, chili powder, cumin, and salt. Stir in the ground beef mixture.

3. Cook on low until the chili is hot, 1 to 2 hours.

Nutrition Facts per serving:

- Serves 10
- Calories: 271
- Protein: 18 g
- Carbohydrate: 36 g
- Sugar: 6.5 g
- Total Fat: 6.4 g
- Saturated Fat: 2.4 g
- Cholesterol: 28 mg
- Dietary Fiber: 11.2 g
- Sodium: 1041 mg