Table of Contents

2016 Self Evaluation ........................................... 2
2017 Performance Plans ...................................... 3
Welcome New HR Employee .................................. 3
FlexReg for Employee Training ............................. 4
Inclement Weather Policy .................................... 4
Hybrid Plan Auto-Escalation Coming in January ........ 5
Open Enrollment for the Optional Retirement Plan ...... 5
Working After Retirement .................................... 5
Changes Coming to VRS Purchase of Prior Service Provisions in January 6
Introducing Roth 403b ......................................... 6
Wellness Tips to Keep You Healthy This Fall ............. 7
Spicy Pumpkin Chili ........................................... 7
The Performance Management Policy (1.40) requires that each employee be given an opportunity to provide the supervisor with a self-assessment of their job performance for the rating period. You should be asked to provide a self-evaluation at least two weeks prior to the evaluation meeting. A supervisor must review and consider the self-assessment when completing each employee’s performance evaluation. Policy does not require employees to complete self-evaluations.

**NEW THIS YEAR: PAPERS now provides a self-evaluation for employees.** Like the evaluation tool for supervisors, the self-evaluation format allows employees to rate themselves and comment on core responsibilities and the performance plan.

For technical information on how to complete your self-evaluation, please see the [Self-Evaluation Quick Guide](#).

If you have been utilizing the Progress Notes tool in PAPERS throughout the year, your documentation may be useful as you do your self-evaluation. See the [Progress Notes Quick Guide](#) for more information.

When completing your self-evaluation and preparing for your meeting with your supervisor, you may want to consider these questions:

- What are the major responsibilities of your job?
- What accomplishments are you most pleased about?
- In some areas, has it been difficult to reach your objectives? What can help you in the future?
- What do you consider your strong points?
- What abilities would you like to improve?
- What developmental opportunities would be helpful to you?
- Are there ways your talents could be used more effectively?
- In what areas do you feel you could do a more effective job?
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.

- 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, attainable and measurable.

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.

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.
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

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.
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 Schriver 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 403(b)**

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 flakes
- 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 pumpkin puree
- 2 (14.5 oz.) cans petite diced tomatoes
- 1 tsp ground cumin
- 1 (14.5 oz.) can fire roasted diced tomatoes
- 1 tsp salt
- 2 tsp pumpkin pie spice
- 1 tsp chili powder
- 1 tsp garlic powder

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 flakes, 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.