Promoting QUL Contributes to ODU Being a Great Place to Work!

On August 7, President Broderick announced that for the second straight year Old Dominion University was named one of the Great Colleges to Work For by the Chronicle of Higher Education. This year the University received Honor Roll Status for excelling in the following categories: Collaborative Governance; Professional/Career Development Programs; Teaching Environment (Faculty Only); Job Satisfaction; Work/Life Balance; Supervisor/Department Chair Relationship; Respect and Appreciation; and Diversity. Many of these topics are directly related to Quality of University Life. Actions we take each day can have a contributing or a diminishing affect on another’s Quality of University Life.

On May 8th the Quality of University Life Committee sponsored an appreciation Ice Cream Social. The event was attended by approximately 300 faculty and staff. Attendees were asked, “Who contributes most to your quality of university life?” The following people and departments were mentioned: (Please SEE NEXT PAGE)

Policy #6027 Employment Eligibility and Verification

All employers are required to verify the identity and employment eligibility of their employees, including students. This policy ensures that the University complies with Federal requirements that all University employees’ identity and eligibility to work in the United States are verified.

U.S. Citizenship and Immigration Services requires the completion of the Employment Eligibility Verification (Form I-9) to verify that persons are eligible to work in the United States.

The employee is required to complete Section 1 of the Form I-9 no sooner than a job offer has been accepted and no later than the first day of employment. The appropriate office/representative must complete Section 2 of the Form I-9 and use the Checklist for Completing I-9 Forms.

If the I-9 form and E-verify are not completed properly by the third business day, the University will be subject to penalties and fines up to $1,000.

Therefore, it is imperative that the I-9 forms are completed and sent to Human Resources/Academic Affairs/E1s Processing/International Student & Scholar Services in a timely manner. These offices will access E-verify to complete the verification process.
Promoting QUL Contributes to ODU Being a Great Place to Work! *Cont.*

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<td>John Broderick, President</td>
<td>Penny Craig Pickel</td>
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**DEPARTMENTS & ORGANIZATIONS**

- AUA
- CHS Department
- CHS Department
- College of Business and Public Administration
- Econ/IT/DSCI Faculty
- Facilities Management
- HMS Department
- Math Department
- OCCS staff
- Parking Department
- Security
- Shacola Generals
- Student Rec Center
- Women’s Caucus

All of the individuals mentioned received an appreciation “goodie bag” compliments of the Quality of University Life Committee. Let’s continue to enhance each other’s QUL.
E-VERIFY

The 2010 General Assembly passed legislation (HB737) requiring all state agencies to use E-verify, an internet-based system that allows an employer to determine the eligibility of an employee to work in the United States. In March 2011, the Governor directed all state agencies to implement E-verify for all new hires effective June 1, 2011. E-verify supplements, but does not replace, the legal mandate to complete the I-9 form. Once the I-9 form is completed, information is entered into the E-verify system and the employee’s eligibility to work is confirmed. The system must be completed no later than the third business day of employment (e.g. employee hired on Monday, E-verify information must be entered no later than close of business on Thursday).

Policy # 2.10 - Hiring Surviving Spouse or Child Preference and National Guard Preference

Effective July 1, 2012, consistent with the requirements of the Va. Code 2.2-2903, the surviving spouse, or child, of a veteran who was killed in the line of duty shall be given preference by the Commonwealth during the selection process, provided that the surviving spouse, or child, meets all of the knowledge, skill, and ability requirements for the available position.

Also, a member of the National Guard shall be given preference during the selection process provided that such National Guard member:

- meets all the knowledge, skill and ability requirements for the available position;
- is presently serving as a member of the Virginia National Guard, and has satisfactorily completed required initial active-duty service.

This preference shall not be applied if:

- the position is being recruited as Agency Internal, State Employee Only or
- any other applicant for the position for which the Virginia National Guard member has applied is a veteran or a former prisoner of war.

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.

Employment

Before any new hire (including students) is authorized to work on campus, all required employment documents must be submitted and approved by the appropriate departments (i.e. Human Resources/Academic Affairs/E1s Processing/International Student & Scholar Services).
Teleworking (cont.)

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, will identify 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.

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 Office of Computing and Communication Services 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 OCCS 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 OCCS, complete the Remote User Training Course required by OCCS. 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.