PAPERS (Position Action/Performance Evaluation & Recruitment System)

UPDATE

Current classified position descriptions were loaded into PAPERS in October and November by Human Resources. Seventeen hands-on training sessions on how to Certify Classified Position Descriptions were conducted in December and were well received by the participants!! To learn about the process, please download the comprehensive, easy-to-follow User Guides for Supervisors/Hiring Managers, Reviewers, and/or Employees which are posted on the Human Resources' web page.

Due to the complexities of setting up security in the system so that employees can access their own job descriptions and supervisors and reviewers can access the job descriptions for their areas of responsibility, the on-line site will not be available for campus users until late January, 2007.

Information on accessing the system when it is ready for supervisors to begin the certification process will be communicated to the campus by e-mail.

After they have certified their job descriptions, employees will be able to view them in the system at any time.

Use of the system for establishing and redefining/updating job descriptions and processing pay actions will begin in Spring, 2007.

We are excited about bringing this new technology to campus and look forward to working with all of you to effect this important change!!

Movin’ on-line ....................

Training for Supervisors

Preventing and resolving conflict at the earliest opportunity and lowest possible level saves supervisors and agencies time and money. Supervisors and employees with good skills in collaborative problem-solving and conflict resolution help sustain a positive, productive workplace, one where conflict is addressed constructively, allowing employees to focus on service excellence. Did you know that Virginia law (Code §2.2-3000) requires training for supervisors in the grievance procedure and conflict resolution?

ODU provides a variety of opportunities to explore policies and methods for effective supervision and understanding the grievance process. The Supervisor Essentials series begins this month! This series is critical for new supervisors and highly recommended for seasoned supervisors. Join your colleagues for these highly interactive sessions to refresh and fine tune your knowledge of the polices and to talk about techniques for meeting the challenges that supervisors face each day. Understanding the Grievance Process will be presented during the series on 1/30/07. Go to the HR webpage for details and registration.

The Department of Employee Dispute Resolution (EDR) in Richmond also has training and most sessions have no cost to state employees. Their course in Understanding and Using the Grievance Procedure is available on line at: www.edr.virginia.gov/training. In addition, they offer training in basic and group mediation techniques (small fee charged).

Due to high demand, the ODU series fills up fast. If you are interested in participating, please register as soon as possible. Our first session starts 1/9/07. We look forward to working with you to develop and/or fine tune these essential supervisory skills.
The 2007 Tax Sheltered Annuity (TSA) (403b) and the Deferred Compensation (457/DCP) Salary Reduction annual limits are:

(under age 50: $15,500)

(age 50 or older: $20,500)

If you want to make a change to your current deduction(s) please complete a new form and send it to the Benefits Section of the Department of Human Resources.

The TSA form is available on the HR website under Benefits. The DCP form can be downloaded from the Great West website at www.vadcp.com.

Call our office at 3-4760, if you need assistance.

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