PAPERS (Position Action/Performance Evaluation and 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!!

Annual Recognition

The Department of Human Resources hosted more than 200 classified employees and supervisors for annual service recognition on December 11, 2006. There were 119 classified employees recognized for reaching 5, 10, 15, 20, 25, 30 and 35 years of service with ODU and 14 service retirees during 2006. The 2006 retirees contributed a total of 201 years of service to ODU! Retirees in attendance were introduced and thanked for their contributions. Vice presidents shared special remarks about the 30- and 35-year recipients:

30 Years
Bruce Hanna, Physics  Helen Ho, Library
Jane Jones, University Events  Angie Hairston, Financial Aid
Harvey Logan, Facilities Management  Delcia McRae, Facilities Management
Fredrica Paige, Facilities Management  Kathleen Parker, Office of Finance
Sulester Riddick, Human Resources

35 Years
Martin Jordan, Facilities Management
William Sessoms, Facilities Management

The 2006 Customer Relations Employee of the Year Award winner was announced during the luncheon. Congratulations to Scott Harrison, Student Affairs. President Runte presented Scott with a plaque while remarks from his nominations were shared. Scott also received a $500 bonus and three days of recognition leave.

The nominees were introduced and congratulated for their nomination. Nominees were:

Esther Cato – Office of Student Housing  Toni Cawley - OEAS
Gregory Flick – English Language Center  Troy Goldie – Academic Technology Services Technical Support
Dawn Hall – Educational Leadership and Counseling  Tawana Hardy - Office of Research
Joanne Johnson – Facilities Management  Ardena Jordan – Monarch Copy Center
Sandra Mathews – Foreign Languages and Literatures  Tonya McDuffie – Facilities Management
Marie Miller – Continuing Studies Operations  TeCarla Moore – Office of the Registrar
Anthony Redifer - OCCS  Robin Smith – Distance Learning Olympic College Site
Bill Smith – Facilities Management  Kelly Wyatt – Biological Sciences

Congratulations to each of these employees!

Inside this issue:

InClement Weather Policy  *2007 Holiday Schedule  2
Workers’ Compensation and Return-to-Work Program  2
2007 Tax Sheltered Annuity (TSA) (403b) and the Deferred Compensation (457/DCP) Salary Reduction  2
Benefits Upcoming Events  2
Workers’ Compensation and Return-to-Work Program Training

The Benefits Section of the Department of Human Resources will conduct training on the Workers’ Compensation and Return-to-Work programs Wednesday, January 24th in the River Rooms of Webb Center. The training will be given twice, 8:30 - 10:00 a.m. and 1:00 - 2:30 p.m. Although designed and recommended for supervisors, all employees can benefit from attending this training.

Training will cover basic aspects of the programs; notification, eligibility, reporting, absences from work, income replacement, light duty and more.

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.

2007 Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>January 2</td>
<td>Holiday</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 21</td>
<td>Close at noon</td>
</tr>
<tr>
<td>November 22</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 23</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 21</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 24</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 25</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 26</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 28</td>
<td>Holiday</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year's Day</td>
</tr>
</tbody>
</table>

Old Dominion University Contact Points

www.odu.edu
Counselor Operator – 683-3000

Television Stations

WTKR (CBS) 3
WAVY (NBC) 10
WVEC (ABC) 13
WHRO (PBS) 15

Newspaper

The Virginian-Pilot
Daily Press

Inclement Weather Policy

During the winter months, certain weather could result in a University closing. When the University is closed due to inclement weather or emergencies, only "designated" employees are required to report to work.

Employees should check with their supervisors to determine if they are designated employees.

For more information, please reference the University’s Inclement Weather and Emergencies Policy 1020 at:

http://www.odu.edu/ao/polnproc/