Employee of the Month

Each month, the Employee of the Month Committee joins President Broderick on a surprise visit to an office on campus to present the Employee of the Month award. The entire work group enjoys celebrating the accomplishment or contribution of a colleague! It is a great moment for recipient and witnesses alike. Please visit our web site and nominate a deserving employee. The process is simple! Please contact Tony Belk at 683-3046 if you need any assistance or have questions.

2014 Winners

<table>
<thead>
<tr>
<th>MONTH</th>
<th>NAME</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>December</td>
<td>Becky Martin</td>
<td>University Registrar</td>
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<tr>
<td>November</td>
<td>Shirley Wiggins</td>
<td>Facilities Management</td>
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<tr>
<td>October</td>
<td>Julia Kurtz</td>
<td>Career Management Center</td>
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<tr>
<td>September</td>
<td>Sarah Rock</td>
<td>Foundations</td>
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<tr>
<td>August</td>
<td>David Hawkins</td>
<td>Human Resources</td>
</tr>
<tr>
<td>July</td>
<td>Jayne Massey</td>
<td>Modeling, Simulation &amp; Visualization Engineering</td>
</tr>
<tr>
<td>June</td>
<td>Pat Beauser</td>
<td>Academic Affairs Division</td>
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<tr>
<td>May</td>
<td>Allissa Bunner</td>
<td>Facilities Management</td>
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<tr>
<td>April</td>
<td>Son Nguyen</td>
<td>Community Engagement</td>
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<tr>
<td>March</td>
<td>Rufus McGowan</td>
<td>Mail Room</td>
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<tr>
<td>February</td>
<td>Karen Cobb</td>
<td>Alumni Relations</td>
</tr>
<tr>
<td>January</td>
<td>Ebonie Robinson</td>
<td>Career Management Center</td>
</tr>
</tbody>
</table>

Prior to joining ODU, Miechele worked for both the Center for Teacher Leadership and the Adult Learning Center for Virginia Beach Public Schools. In her previous roles, Miechele supported the technical skills training for VBPS teachers and has a strong aptitude for technical processes, documentation and communication.

Miechele completed her undergraduate work at ODU and has her MBA in Human Resources Management.

We are excited to have her as part of not only our HR team, but as a member of ODU community.

Total Compensation Information for Classified Employees

Did you know that classified employees may access their total compensation statement through the “My Employment Profile” application in the Employee Direct portal on the Department of Human Resources Management (DHRM) website?

This statement includes information such as the employee’s cash compensation, Social Security, Medicare, retirement, health insurance and life insurance benefits. This statement currently does not include information on deferred compensation programs. DHRM will be working with the Department of Accounts to add this feature in the future.

Please visit the DHRM website home page at http://www.dhm.virginia.gov and click on the Employee Direct link under WHAT'S ONLINE to view the total compensation statement.
Specifying Experience and Educational Requirements in Job Announcements

Did you know that state policy prohibits specifying a precise number of years of experience and requiring educational levels not mandated by law in job announcements?

Policy 2.10, Hiring, specifically prohibits noting a certain number of years of experience or specific educational requirements unless these experience or education requirements are sanctioned by law. State policy allows the use of descriptive words that indicate the level of experience required. For example, the words “some,” “considerable,” “extensive,” and “progressively responsible” can effectively communicate the extent of experiential requirements. Educational requirements that are not mandated by law must be listed in the job announcement as preferred qualifications, and the announcement must include a provision for substitution of equivalent applicable experience or training. When indicating a preference for a college degree, the announcement should also include the specific types of related degrees or coursework that are applicable to the position’s core duties.

Hiring Managers responsible for recruitment should review all job announcements prior to posting to ensure compliance with policy and the law.

Medical Leaves of Absence

If you will be out of work for more than three days for medical reasons, please remember to contact Human Resources as soon as possible. There may be time-sensitive benefits that you may be eligible to apply for. Also, Human Resources is legally required to inform you of your rights under the Family and Medical Leave Act (FMLA). Failure to notify Human Resources of your absence may result in denial of certain benefits, such as short-term disability. For more information on your leave benefits, please contact Megan Alston, Benefits Specialist, at x4196 or Brenda Johnson, Benefits Manager, at x3051.

POLICY REMINDER: Authority to Action on Behalf of the University

The official spokespersons and designated representatives of ODU are the Rector of the Board and the President of the University.

Except as otherwise specifically authorized by the rector or by the president, no other university employee may speak on behalf of the university, make commitments on behalf of the university, or align the university with any cause or position. Employees may not use university stationery or their university title or position to create the appearance of aligning the university with or committing the university to a cause or position. Please see University Policy #2001 University Spokesperson and News Media Liaison for additional information: https://www.odu.edu/about/policiesandprocedures/university/2000/univ2001

Employees who are contacted by the media should refer the caller to the Office of Strategic Communication and Marketing for response at 757-683-3114.
Virginia Values Veterans

On December 23, 2010, Governor Bob McDonnell issued Executive Order 29, which directed the Virginia Department of Veterans Services “to identify the resources necessary to create, under the Department of Veterans Services (DVS), a program to develop employment opportunities for Veterans.”

DVS soon partnered with federal and state agencies, as well as members of the private sector, to develop the Virginia Values Veterans, or V3 Program. Old Dominion University is a V3 certified institution and we are committed to hiring veterans.

How can you help? We encourage you to post your vacant positions on military websites, in the local military newspapers, use employees with military backgrounds on interview panels and during the interviews ask veterans to elaborate about their military training, experience leading teams, certifications, and awards.

We pledged to hire 12 veterans in this, our first year in the program. As of January 7th, we have hired 24 veterans for various teaching faculty, administrative/professional faculty and staff positions. Let’s continue to let them know that Old Dominion University values veterans!

Preferential Hiring

Preferential Hiring is part of the state layoff policy 1.30 which allows state employees on leave without pay-layoff (given yellow forms/blue cards) to exercise preferential employment rights to a vacant classified position in another agency that is in the same role as the employee’s former position.

Given recent budget reductions and related changes to organizational structures, there may be applicants with yellow forms or blue cards that apply for vacant positions. These applicants must be considered BEFORE proceeding with the recruitment process regardless of the way the recruitment is announced (agency only, state only or general public).

If this situation arises, please contact the Human Resources staff that is handling your recruitment for further instructions.
New Year, New You

By: Lauren Mayes, Coordinator of Fitness & Wellness, Student Recreation Center

The start of a new year is always a great time to set new lifestyle goals or reevaluate some of your current goals. When thinking about your goals, it is important to set a S.M.A.R.T. goal. This type of goal is one that is defined as one that is specific, measurable, action-oriented, realistic, and timely. Below you will find an explanation of each of the goals:

Specific: Think of things such as who is involved, where will you do this, when will you do this, why you want to do this, and how you will do this.

Example: I will work out for 1 hour three times a week at the Student Recreation Center or an at home workout with my kids for the next three months.

Measurable: Decide how you will track your progress.

Example: I will keep a workout log in my planner of each workout I complete.

Action-Oriented: Determine if your goal is action-oriented.

Example: My goal is action-oriented because it tells me what I am doing (exercising) and how (at the Student Recreation Center or at home workout with my kids.)

Realistic: Decide if your goal is something you can realistically achieve in the time frame you set and for your lifestyle.

Example: Starting off with three days is ideal right now after looking at my busy schedule. I know that right now I can commit to three days. In the summer, when things are less hectic, I might be able to increase to 4 days a week. Also, I have the flexibility to workout at the SRC or at home.

Timely: Pick a time you will achieve your goal (think of a specific date or event!)

Example: If I start this in January, I will work to achieve my goal by April 1.

As you do this, think of potential barriers from achieving your goal and brainstorm ways to get over those. For example, if a certain time of the semester is busier than others and your goal involves incorporating more exercise, schedule workouts throughout your day or schedule walking meetings. Brainstorming strategies before the barrier arises will help you to better cope when you get there. Also, make sure to reward yourself with nonfood items along the way. If your goal is to start working out more, reward yourself by buying new workout clothes, or new songs from iTunes.

Remember to take small steps and reward yourself along the way. Realize you might have setbacks but don’t let that discourage you. With a little bit of discipline and self-guidance, you can help to incorporate this goal into your lifestyle and start to make it a healthy habit!
START YOUR NEW YEAR MOVING!

Become a “Moving Monarch” and enjoy all that Recreation and Wellness has to offer!

Join By January 31, 2015

Receive Your First Month Free!

Faculty/Staff rates start at $10 a month

**Monthly draft, payroll deduction and semester memberships only. Plus one and membership upgrades are not eligible. All memberships are subject to a pro-rate fee determined on activation date.**

Join the SRC today!

Visit our WEBSITE for details www.odu.edu/recsports

Need More Info? Contact Shevonne Morgan at s1morgan@odu.edu or at