Please join us in welcoming Cori Okonek as Human Resources’ new Employee Relations Consultant. Cori joined us in February and has quickly adapted to being one of the team and making significant contributions in several areas. Prior to joining ODU, Cori worked for San Diego State University for almost 10 years in both the University Center for Human Resources and the Research Foundation Office of Human Resources. In her previous roles, Cori has worked with employees and managers on all aspects of HR functions including: recruitment, classification and compensation, benefits, training and professional development, and in recent years focusing mostly on employee relations. Cori completed her bachelor’s degree in Cross-Cultural Communications from the University of Phoenix. We are excited to have her as part of not only our HR team, but as a member of the ODU community.

Please join us in welcoming Sharon Nickens as Human Resources’ newest Benefits Specialist. Sharon joined the Department of Human Resources in February and is quickly adapting to her new role in the areas of benefits administration, FMLA, disability, and workers’ compensation. Prior to joining ODU, Sharon worked in several human resources related roles in the Northern Virginia area. In these roles, she was responsible for benefits administration, leave of absence management, on-boarding, recruitment, training and development and much more. Sharon completed her undergraduate work here at ODU and has a Masters of Arts degree in Human Resource Development from George Washington University. We are very excited to have her as part of the HR Team as well as a member of the ODU community.

Performance Evaluations/Appraisals

We are halfway through the classified employee performance cycle. This is a good time to think about goals that were set for you last year:

▪ Are the goals still obtainable?
▪ Do I need any outside assistance to reach those goals?
▪ Are there any other issues that should be addressed at this time?
▪ Are there any questions that need to be answered?
▪ Did anything happen this year that could have helped or hindered the achievement of these goals?

Now is the perfect time to request a meeting with your supervisor to discuss any goals you have yet to achieve. Find out what can be done to help you meet those goals.
ANTHEM DATA BREACH

On January 29, 2015, Anthem discovered that cyber attackers executed a sophisticated attack to gain unauthorized access to Anthem's IT system and obtained personal information relating to consumers who were, or are, currently covered by Anthem.

Current or former members of one of Anthem’s affiliated health plans may be impacted. The information accessed may have included names, dates of birth, Social Security numbers, health care ID numbers, home addresses, email addresses and employment information, including some income data. Anthem has no reason to believe credit card or banking information was compromised, nor is there evidence at this time that medical information such as claims, test results, or diagnostic codes, was targeted or obtained.

Mailed Notification
Anthem will individually notify all potentially impacted current and former members by U.S. Postal mail, so your household may get more than one letter with this same specific information on how to enroll in free credit monitoring and identity protection services. These services will be provided to potentially impacted current and former members free of charge. Anthem has also established a dedicated website (AnthemFacts.com) where members can access additional information, including frequently asked questions and answers.

Toll-Free Hotline
Anthem has established a dedicated toll-free number that you can call if you have questions related to this incident. That number is 877-263-7995.

Fraud Prevention Tips
There are steps you may take to guard against identity theft or fraud:

Potentially impacted members should remain vigilant for incidents of fraud and identity theft, including reviewing account statements and monitoring free credit reports. In addition, report suspected incidents of identity theft to local law enforcement, the Federal Trade Commission, or the state attorney general. To learn more, go to the FTC’s Web site at www.consumer.gov/idtheft or call the FTC at (877) IDTHEFT (438-4338) or write to the Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Be aware of scam email campaigns targeting current and former Anthem members. These scams, designed to capture personal information (known as “phishing”), are designed to appear as if they are from Anthem and the emails include a “click here” link for credit monitoring. These emails are NOT from Anthem.

DO NOT reply to the email or reach out to the senders in any way.
DO NOT supply any information on the website that may open, if you have opened a link in an email.
DO NOT open any attachments that arrive with email.

Anthem is NOT calling members regarding the cyber attack and is NOT asking for credit card information or Social Security numbers over the phone. For more guidance on recognizing scam email, please visit the FTC Website: http://www.consumer.ftc.gov/articles/0003-phishing.
The Employee Assistance Program (EAP)

The Employee Assistance Program is intended to help employees deal with personal problems that might adversely impact their work, health, or well-being.

The Employee Assistance Program includes short-term counseling and referral services for employees and their covered household members. The EAP provides assessment, counseling, support, and referrals to additional resources as needed. The issues for which EAP counselors provide support include:

- Alcohol/drug abuse
- Health-related concerns
- Divorce
- Grief
- Parenting concerns
- Spouse/child/parent abuse
- Retirement issues
- Workplace stress/conflict
- Family communications
- Financial challenges

For assistance with these or other “life” issues, contact EAP at the number below:

COVA Care and COVA HDHP
Anthem Blue Cross and Blue Shield
Member Services: 1-855-223-9277
www.anthemeap.com

Quarterly Quote

If you shine your light, others may see how to do the same. You can ignite a chain reaction of illumination that is unstoppable.

- Dylan Patterson
Electronic Personnel Action Form (EPAF) NEWS!

Effective April 1, 2015

New fields have been added to the Rehire Same Position EPAFs for Hourly, Student, and Graduate Assistant employees.

The new fields added are:
- Employee Class Code
- Budget Code
- VP Area (Hourly only)

The fields are added to change the employee class and budget code when the employee changes to a different employee type.

Example:
Bill Jones is an adjunct employee in the summer and changes to a graduate assistant in the fall. The employee class and budget codes will need to be changed to match the graduate assistant position.

Review the updated instructions.

EPAF Training Sessions in April

Training sessions are open to current and new EPAF users for Hourly, Student and Graduate Assistant employees actions.

The training sessions include a 30-minute overview of the new fields added, inquiries, and hands-on training with HR and Payroll staff. Bring your paperwork to key your employees in class.

EPAF Training Sessions in April:
Monday, 6th, 1:00 – 3:00
Wednesday, 8th, 1:00 – 3:00
Tuesday, 14th, 1:30 – 4:00
(All training sessions are held in BAL, Room 1013 A.)

For first time users: please complete the Electronic Approval Access form to get access to EPAFs.

Personnel Date Field for EPAFs

The Personnel Date field is set up to show the actual date of change for rate changes, rehires and terminations for regular student and hourly employees.

If the EPAF is submitted on or before the date of the action, the effective date and personnel date should be the same. If the EPAF is submitted after the date of the action, the effective date and personnel date will be different.

Example:
Bill Jones resigns from his hourly position effective March 10. The department enters the termination after his last day worked. The effective date will be the last day of the pay period (March 15). The personnel date will be his last day worked (March 10).

Click here for more EPAF Instructions
Contact Brenda Blount at 683-5399 for regular student employees and Arlinda McGruder at 683-6127 for hourly employees if you have any questions.
Summer 2015 Employee Tuition Assistance

The Summer 2015 Employee Tuition Assistance application deadline is: 5:00 pm, Friday, May 1st. A completed application with proof of registration must be received by the Department of Human Resources prior to the application deadline.

Summer Tuition Assistance is only available for eligible Classified, Hourly, and Faculty. The Tuition Assistance Program for dependents and spouses is not offered during the Summer Semester.

Eligible employees may receive Tuition Assistance for up to three (3) credit hours for the summer sessions at the Old Dominion in-state tuition rate. The current income cap for Tuition Assistance programs is $89,000.

For information on eligibility, maximum credit hours, and other program specifics please review the policy. Applications are available on the Human Resources forms page. For planning purposes, the Fall 2015 semester application deadline for employees, spouses and dependents is Monday, August 3rd @ 5:00 p.m.

Overtime

Employees may not have an overtime leave balance in excess of 240 hours. Employees whose overtime leave hours have reached the 240 hour limit must be compensated with time and one-half overtime pay for additional overtime hours worked until the overtime leave balance has been reduced through the use of leave or the payment of leave hours.

Supervisors are responsible for ensuring that an employee’s overtime leave balance does not exceed 240 hours. Overtime leave has no expiration date. Maintaining a maximum balance of 240 hours increases the agency’s liability.

Requests to payout excess over-time should be submitted to the Budget Unit Director for approval and forwarded to Human Resources Staffing and Operations Manager by the supervisor.
Nutrition Corner: Calcium, Keeping Your Bones Strong and Healthy

Calcium plays an important role in building stronger, denser bones early in life and keeping bones strong and healthy later in life. Calcium is needed for muscle contraction, blood vessel contraction and expansion, the secretion of hormones and enzymes, and sending messages through the nervous system. Your heart, muscles and nerves also need calcium to function properly. Foods rich in calcium include dairy products such as milk, cheese and yogurt, leafy-green vegetables (i.e. broccoli and kale), and calcium fortified foods and beverages (i.e. soy products, cereal and fruit juices).

Daily Calcium Recommendations (according to RDA recommendations):
Adults under age 50 (19-50) need 1,000 mg of calcium and 400-800 IU of vitamin D daily. Adults 50 and over need 1,200 mg of calcium and 800-1,000 IU of vitamin D daily.

Try some of these calcium-boosting tips to get your daily calcium requirement:
- Drink an 8-ounce glass of milk with your meal. (Fat-Free and low-fat milk have the same amount of calcium as whole milk).
- Add low-fat or fat-free milk to coffee or tea
- Eat 1 cup of low-fat or fat-free yogurt with fruit for breakfast or as a snack.
- Add a handful of shredded low-fat or fat-free cheese to a tossed salad.
- Make a breakfast shake by blending low-fat or fat-free milk with a banana or strawberries

Chicken Quiche

Ingredients:
- 1 cup chopped cooked chicken breast (skinned before cooking and cooked without salt)
- 1 (10-ounce) package frozen chopped broccoli, thawed
- Butter-flavored vegetable cooking spray
- 1 cup nonfat ricotta cheese
- 1/2 cup plain nonfat yogurt
- 1/2 cup fat-free egg substitute
- 1/3 cup grated Parmesan cheese
- 1/4 cup whole wheat flour
- 1/2 teaspoon baking powder
- 1/2 teaspoon dry mustard
- 1/4 teaspoon salt
- 1/8 teaspoon ground red pepper

Preparation:
Combine chicken and broccoli; place in a nine-inch pie-plate coated with cooking spray. Combine ricotta cheese and remaining ingredients in container of an electric blender. Cover and process until smooth, stopping once to scrape down sides. Pour cheese mixture over chicken mixture in pie-plate. Bake at 350° for 40 to 45 minutes or until a knife inserted in center comes out clean. Let stand 10 minutes before slicing into wedges.

Nutrition Facts per serving:
Serves 6
Calories: 148
Protein: 19 g
Carbohydrate: 11 g
Total Fat: 3 g
Saturated Fat: 2 g
Cholesterol: 23 mg
Dietary Fiber: 2 g
Sodium: 348 mg
Calcium: 250 mg
Those lazy, hazy, crazy days of SUMMER are almost here!! Need some help getting fit for fun in the sun? Weight Watchers at work may be just the resource for you.

**ODU WEIGHT WATCHERS AT WORK**

Meets on Mondays between **12:00-1:00**

Virginia Rice Webb Room, Webb Center

Come check us out – what do you have to lose?!?

Questions – call Kathy Williamson at 683-4564

ALL MEETINGS ARE OPEN TO FIRST TIME VISITS!

ODU’s At Work program – cost is $34.34/month.

(Membership in community meetings is $42!)

Employees who are eligible for state health insurance and attend 9 of 12 consecutive meetings are eligible for reimbursement of half the monthly cost through the Commonwealth of Virginia’s Healthy Virginians Campaign!