# ReSource

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2016 Staff Dream Fund

Yong Chen, Center for Teaching and Learning
Yong’s dream is to travel to China to celebrate his father’s birthday, something he has not been able to do before. This year is especially important as his father will be turning 70. Growing up Yong’s parents held a birthday party every year and supported Yong and his sisters emotionally and financially throughout their childhood. Without his parents support Yong feels that he would not have the life he enjoys now. Yong’s dream is to say thank you to his parents by celebrating this milestone birthday with them, giving his father a hug, telling him how much he loves him, and how grateful he is for what his parents have done for him.

Brendan O’Hallarn, Public Affairs & News Bureau
Brendan is currently in the process of becoming an American citizen and has dreamed of driving across his adopted country to visit great American sights such as the Grand Canyon, Yellowstone National Park and Mount Rushmore. Additionally Brendan was raised by two history teachers so his interest in history was cultivated early. The Staff Dream Fund will allow Brendan and his family to take more time exploring America together.

Sommer Alexander, University Registrar
Sommer will be taking her family (mother, grandparents, sister, niece, and nephew) on a much needed week long vacation to the beach, something they have not been able to do for over 20 years. Numerous family challenges have been a road block for Sommer’s family, and living in uncertainty of what could come next. Sommer wants to be able to have time where everyone in the family can relax and enjoy time together. This trip will be especially memorable as it will include Sommer’s young niece who, for medical reasons, has not previously been able to travel.
**Probationary Performance Plans**

Performance Plans are a required component to the Probationary Period for new classified employees. According to DHRM Policy: “The supervisor should establish performance expectations for each new employee. This plan should be established within the first 30 days of Employment.”

Performance Plans are developed, reviewed, and should align with the core responsibilities listed in the employee’s position description. Performance Plans are reviewed and acknowledged in PAPERS.

Please review the [Probationary Program Quick Guide](#) or contact [Employee Relations](#) for assistance.

**Coming Soon: Training Sessions for Classified Performance Management**

Employee Relations will offer several sessions, starting in August and running through October, on Classified Performance Management. These sessions will include information on:
- Annual Evaluations
- Performance Plans
- Performance Management
- Probationary Review Process

Additionally, one-on-one lab time will be offered immediately following each training session to assist supervisors with submitting Classified Annual Evaluations and Performance Plans in PAPERS.

Information and registration instructions will be emailed out to all supervisors of classified employees in August.

**PAPERS 5.8**

PAPERS 5.8 will not be accessible to download historical documentation beginning Summer 2016. If you need copies of position descriptions or performance evaluations from previous years, [please use this link to access PAPERS 5.8](#)

Once PAPERS 5.8 is deactivated, historical records will be downloaded and retained on file in Human Resources for the prescribed retention period.

**Now is the time to let Operations know if changes need to be made to your reporting structure.** Log into [PAPERS](#) and check to see that all direct reports showing are accurate. If you see employees that should not be there, or you do not see employees that should be, please let us know now so we can ensure accurate records for the Classified Annual Review Process.
**Working After Retirement**

Are you thinking about retiring from Old Dominion University? Are you thinking about returning to work? Here is some information to help you plan:

- After you retire, you can work for any employer that does not participate in the Virginia Retirement System (VRS) and continue to receive your retirement benefit.

- IRS rules require that when taking a distribution from a retirement plan, Virginia Retirement System (VRS) or Optional Retirement Plan (ORP) there must be a bona fide break in service. Also, the Affordable Care Act (ACA) regulations dictate certain parameters for re-employment following VRS/ORP retirement. The following applies to re-employment with ODU or any State employer:
  - Re-employment may not begin until after a 26-week break.
  - Temporary work cannot be identical to the work performed prior to retirement. May be assigned part, but not all of prior job.
  - Agreements for re-employment can not be made until after retirement.

Please contact Marcha Schriver if you have any questions.

**Changes Coming in January**

**VRS Purchase of Prior Service**

Purchase of prior service provisions are changing on January 1, 2017. These changes may result in higher cost and fewer months of service eligible for purchase.

Now is the time to see if you have prior service you can purchase and whether it’s better to purchase it this year or wait until after January 1, 2017.

Prior service includes public employment, active duty military service, an eligible period of leave or VRS refunded service. Prior service credit counts toward the five years needed to become vested, eligibility for retirement and the health insurance credit.

If you decide to purchase service before January 1, 2017 you should apply no later than October 1, 2016.

Any payments received after December 30, 2016 will be processed under the provisions that become effective January 1, 2017.

For more information, please see the VRS website.
### Changes to MyVRS

This summer, VRS will introduce an enhanced [myVRS](#) website, containing your online member account information. The redesigned site will help make your retirement planning easier and more secure. Even if you have a myVRS account, you will need to complete the new identity authentication process for access to the updated site. The site will have a fresh look and provide an added layer of security to protect your member account information.

### Hybrid Plan Auto-Escalation Coming in January

To help members save for retirement, the VRS Hybrid Retirement Plan was designed so that voluntary contributions automatically increase by 0.5 percent every three years. If you are a hybrid plan member, your first automatic increase will take place January 1, 2017. The automatic increases will continue every three years until you reach the maximum voluntary contribution of 4 percent. You will have the opportunity to opt-out of auto-escalation this fall. VRS will send information on the automatic increase and the steps required to opt-out of participation.

### Premium Rewards for the 2016-2017 Plan Year

Premium rewards for the plan year starting July 1, 2016 are available to all employees and their covered spouses enrolled in COVA Care or COVA HealthAware. Please see the [premium reward requirements](#) for additional information. Employees currently enrolled in health coverage who are first-time users of the [MyActiveHealth](#) site will have to create an account using the seven numbers of your health insurance member ID with [two zeroes in front of it](#).

### Save the Dates:

- **September 6, 2016:** Pre-Retirement Seminar
- **October 13, 2016:** Benefits and Wellness Fair
**EPAF (Electronic Personnel Action Form) Training Sessions August 2016**

Training sessions are open to current and new EPAF Users for Hourly, Student and Graduate Assistant employees. The training sessions will include hands on training with HR & Payroll Staff. Bring your paperwork to key your employees.

**Wednesday, August 3rd, 9:00 – 11:00, BAL Room 1013B**
**Wednesday, August 10th, 9:00 – 11:00, BAL Room 1013C**

For first time users: to get access to EPAFs, please complete the Electronic Approval Access form. For additional information view EPAF Information, Instructions, Semester Chart, and Payroll Schedules.

- contributed by Catherine Holland, HRIS

**Change in Rehire Policy**

According to new Affordable Care Act regulations, if an employee separates from a full-time or quasi-full-time (work at least 32 hours per week) position, they cannot be rehired at the same agency into wage positions (inclusive of adjunct and 4031 positions) **until they have been separated for 26 weeks.**

If you have any questions, please contact Pam Harris.

- contributed by Pam Harris, Operations

**Introducing FLEX REG for Employee Training!**

Employees taking University-sponsored employee training will now use Flex Reg to register for a class or series. As the result of a collaborative partnership with our colleagues in the Office of the Registrar, ITS and the CLT, Human Resources has transitioned the registration process from the Knowledge Center to Flex Reg. In addition, course materials, tests and the like will be accessible via Blackboard. We are very excited about the enhanced user friendliness and flexibility we have using Flex Reg and Blackboard.

Announcements about training opportunities, as well as mandated training, will contain up-to-date instructions and links to register for classes and will be provided by the department hosting the training. Mandatory State training will remain housed in the Knowledge Center. Please click here to view a sample of the registration process.

- Contributed by Kathy Williamson & Karen Jennings

**Employee Address Updates**

To enhance security and ensure Virginia Retirement System (VRS) has the most current member-requested address change on file, employees will now have to submit their address change online via MyVRS. Once in the system, you will select the “update personal profile” tab.

For health insurance and W2 purposes, please continue to send the change of address to Human Resources.

- contributed by Pam Harris, Operations
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:

- Family communications
- Health-related concerns
- Parenting concerns
- Grief
- Workplace stress/conflict
- Divorce
- Retirement issues
- Financial challenges

For assistance with these or other “life” issues, contact the EAP for your benefits plan.

Employee log in information for Anthem:
Enter “Commonwealth of Virginia” as the employer to access the online system.

Inclement Weather Policy

Certain weather could result in the University's closing. When the University is closed due to inclement weather or emergencies, designated employees are required to report to work.

Employees should check with their supervisors to determine the expectations for their position. For more information, please see the University’s Inclement Weather and Emergencies Policy 1020.

For timely notifications, Old Dominion University offers a free emergency alert messaging system.
Family Wellness Tips for Summer
Summer is here and it’s time to get out and enjoy the warm weather! With school also being out it is important to teach your children to be healthy and active while at home or on vacation. Here are some summer wellness tips for you and your family to enjoy over the summer:

⇒ Remember to apply sunscreen before you and your family head outside, and re-apply every few hours. Use a broad spectrum sunscreen (protects against both UVA and UVB rays) with SPF of at least 30 and be sure to reapply at least every 2 hours, as well as after swimming and sweating.
  ⇒ “Water resistant” does not mean “waterproof or sweat proof”!
⇒ Protect your eyes with sunglasses that block at least 99% of UV light.
⇒ Satisfy your sweet tooth by eating naturally sweet snacks such as fruit, peppers, or natural peanut butter. Watermelon is always an excellent choice in the summer!
⇒ Eat dinner together as a family at least 4 times a week. Be sure to serve fruits and veggies with each meal.
⇒ Let your child pick one television show to watch each day, and fill in the remaining time with fun crafts, hobbies, outdoor sports and family activities.
⇒ Visit your local farmer’s market instead of the grocery store to stock up on locally sourced produce and other fresh and healthy foods.
⇒ Carry a liter water bottle with you and try to finish it by the end of the day. Make sure to stay hydrated!

Guacamole Chicken Wraps

Ingredients:
- 2 tablespoons fresh lime juice
- ¼ teaspoon salt
- 1 ripe peeled avocado
- ½ cup chopped seeded plum tomato
- 4 green leaf lettuce leaves
- 4 (8-in) fat-free flour tortillas
- 2 cups shredded skinless, boneless Chicken cooked with your favorite seasonings (about 8 oz.)

Preparation:
1. Place the first three ingredients in a medium bowl; mash with fork until smooth. Stir in tomato.
2. Place 1 lettuce leaf on each tortilla; spread about ¼ cup avocado mixture on each lettuce leaf.
3. Top each serving with ½ cup chicken.
4. Roll up and wrap in foil or parchment paper; chill in refrigerator until ready to eat.

Nutrition Facts per serving: Serves 4
Calories: 300
Protein: 21.1 g
Carbohydrate: 30.2 g
Total Fat: 10.9 g
Saturated Fat: 2.1 g
Cholesterol: 50 mg