Old Dominion UNIVERSITY

WAGE EMPLOYEE GUIDEBOOK

Prepared by:

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Dear Wage Employee:

Welcome to Old Dominion University!

This guidebook has been prepared by the Department of Human Resources. It provides you with primary information about the Commonwealth of Virginia's and the University's human resource policies and procedures that affect wage employees. As with any employee manual, our policy and procedure summaries are intended as guidelines and do not create any rights, benefits or contracts. Old Dominion University reserves the right to change the guidelines on an as–needed basis.

Employees are responsible for complying with all policies and procedures pertaining to their employment with Old Dominion University, and are also responsible for keeping informed of any changes or updates made to these policies and procedures.

Changes in policies and procedures will be communicated through the University's web site at http://www.odu.edu, newsletters such as the ReSOURCE, MANAGEMENT NOTES, or written correspondence (memorandums or letters) sent to employees.

If you have any questions or need further clarification concerning any of the information in this guidebook, please call the Department of Human Resources at 683-3042.

I wish you every success in your position and a rewarding association with us.

Sincerely,

Glenda L. Humphreys

Glenda L. Humphreys
Director of Human Resources

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OVERVIEW OF THE UNIVERSITY

HISTORY

During the risky years of the Great Depression, a small group of stubborn scholars with a vision launched the school that would become Old Dominion University. In 1930 the university opened as a one–building branch of the College of William and Mary, the nation's second oldest institution of higher education. Early classes at the college's Norfolk Division included a two–year program for teachers, freshman, and sophomore engineering classes that prepared students for Virginia Polytechnic Institute, in Blacksburg, VA.

Word of the new branch spread. Enrollment numbers leapt quickly, as did the variety of course offerings. The two–year school evolved into a four–year branch, then gained full independence as a state–supported college in 1962, taking on the name Old Dominion College. Soon the college was greatly expanding its research facilities and preparing to offer doctoral degrees, and in 1969 the Board of Visitors authorized that the name of the institution be changed to Old Dominion University.

Today, the vision that started with a core of education–minded leaders lives a life of its own. Now the institution is a powerhouse for higher education with six colleges: The College of Arts and Letters, The College of Business and Public Administration, Darden College of Education, The Frank Batten College of Engineering and Technology, The College of Health Sciences and the College of Sciences. Old Dominion has been offering master's degree programs since 1964 and doctor of philosophy degrees since 1971. Students at Old Dominion currently choose from 69 baccalaureate programs, 59 master's programs, two education specialist programs, and 35 doctoral programs.

MISSION

Old Dominion University promotes the advancement of knowledge and the pursuit of truth locally, nationally and internationally. It develops in students a respect for the dignity and worth of the individual, a capacity for critical reasoning and a genuine desire for learning. It fosters the extension of the boundaries of knowledge through research and scholarship and is committed to the preservation and dissemination of a rich cultural heritage. Old Dominion University is old enough to value tradition yet young enough to facilitate change. In a spirit of creative experimentation, innovation, research and technology, the university is ready to meet the challenges of the 21st century.

MONARCH CREED

Old Dominion University is an academic community committed to education, scholarship and the overall development of the individual. The following ideals establish a model of conduct for our members.

As A Member
Of The Old Dominion University Community, I Will

Make personal and academic integrity fundamental in all my endeavors;
Honesty and accountability will guide all of my actions. I will be true to myself and my own goals and will give credit to others for their ideas and accomplishments. I will not cheat.

Offer service to the university and to the community;
Recognizing that as a community we are all interdependent, I will seek ways to be involved actively in the university and the broader community through organizations, programs, and volunteerism.

Nurture a climate of care, concern, and civility for others;
I will contribute to a campus atmosphere characterized by friendliness, welcoming attitudes, cooperation, equity, and appreciation for others.

Accept responsibility for all of my actions;
Recognizing that my actions affect others, I will be aware of and adhere to campus policies, make conscious choices, act with intention, and understand and accept the consequences of my own behavior. I will not make excuses nor blame others for my actions.

Respect the dignity, rights, and property of all people;
Recognizing that I am an individual among a community of individuals, I will strive to treat others as I want to be treated, I will be considerate of others' freedom to express themselves and respectful of others' choices and lifestyles.

Commit to the ongoing pursuit of intellectual and personal development;
Realizing that life is a continuing process of growth, I challenge myself to learn, to examine critically my beliefs and goals, and to be the best I can be.

Heighten my awareness of individual and cultural differences and similarities.
Aware that our strength is our diversity [and that each individual is endowed with unique gifts], I choose to be attuned to the strengths of each individual. I will seek new ways to learn about others, to challenge stereotypes, to recognize the human similarities that bond us together as people, and to respect and value the differences instead of criticizing them.

EMPLOYMENT

EQUAL OPPORTUNITY STATEMENT

It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information.

An integral part of this policy is to administer recruiting, hiring, working conditions, compensation, training, opportunities for advancement, and termination of employment for all employees without discrimination because of race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information.

EQUAL OPPORTUNITY OFFICE

The Equal Opportunity Office implements and coordinates the university's Affirmative Action Plan; monitors the university's employment and educational policies, practices and procedures; assists in the resolution of equal opportunity related complaints; and provides education and training on equal opportunity related topics to university staff, faculty and students. For any questions, contact the Equal Opportunity Office at 683-3141.

EMPLOYMENT AT WILL

The employment at will doctrine constitutes an agreement between the employer and the employee by which the employee voluntarily may leave a job or be terminated by the employer for any reason.

Wage employment at Old Dominion University is an employment at will agreement.

EMPLOYMENT STATUS

Wage: Wage employment is defined as employment to meet seasonal, temporary, part–time, or casual workforce needs. The Virginia Personnel Act does not cover wage employees. Wage employees are limited to working 1,500 hours during a period of 365 consecutive days that starts on the first day a wage employee works. Employees do not receive benefits while on wage appointment except for workers' compensation, FMLA leave without pay, if eligible, and leave without pay for military service in the reserve components. Wage employees are eligible to participate in tax–sheltered annuities and the legal assistance plan.

UNIVERSITY JOB OPPORTUNITIES

Old Dominion University uses an online application system that replaces paper applications and makes applying for jobs easier for job seekers and filling a job faster for hiring managers. Go to jobs.odu.edu to view vacancies and apply for positions.

CRIMINAL BACKGROUND INVESTIGATION

The university requires a criminal conviction investigation to be conducted prior to employment for all classified and wage positions. The State Police will run a computer search through the Virginia Criminal Information Network.

If convictions are found, the Department of Human Resources, in consultation with the hiring department, will determine if the conviction is sufficiently job–related to prevent the person from being employed with the university.

The Commonwealth of Virginia Application for Employment requires an applicant to furnish information on all convictions for law violations including traffic violations. Applicants may be denied employment if they falsify their application and/or did not provide the information. Any applicant refusing to sign the release for a criminal background investigation will not be employed.

WAGE EMPLOYEE BENEFITS

TAX SHELTER ANNUITIES

Section 403(B) of the Internal Revenue Service (IRS) Code authorizes part–time (20 hours or more) employees of Old Dominion University to participate in a payroll deducted, pre–tax, tax-deferred supplemental retirement plan known as a Tax Sheltered Annuity (TSA).

Participation in a TSA is voluntary and requires enrollment by the employee. For further information contact the Department of Human Resources at 683–3051.

LEGAL ASSISTANCE PLAN

Old Dominion University offers wage employees an opportunity to participate in a legal assistance plan through Legal Resources of Virginia. This is an affordable legal plan which gives an employee access to an attorney when facing the problems of today's complex society. The premiums cannot be payroll deducted, but the group rate does apply. For further information contact the Department of Human Resources at 683–3051.

EMPLOYEE SUGGESTION PROGRAM

The Employee Suggestion Program (ESP) provides a mechanism for receiving and rewarding beneficial suggestions to improve the successful operation of the university. Employees can receive cash or non–cash awards should their suggestion be implemented. For suggestion forms and more information, contact the Department of Human Resources, Employee Relations Office.

TUITION ASSISTANCE

Tuition assistance is available after three (3) years of service at the university. Information is available on the web site at http://www.odu.edu/af/humanresources/benefits/.

WORKERS' COMPENSATION

A wage employee is protected by the State Workers' Compensation Act in case of on–the–job accidents and injuries. The employee should report any injury to his/her supervisor, no matter how minor it may be. Also, the employee or supervisor must report any injury to the Department of Human Resources (683–3051) no later than the first business day following the date of the injury. An employee may lose benefits if the injury is not reported within 30 days. Injured employees must select a treating physician from a panel of approved physicians. The Department of Human Resources has information on the names and locations of approved physicians.

For related forms/information visit Human Resources Forms page at http://www.odu.edu/af/humanresources/.

UNEMPLOYMENT COMPENSATION

Eligibility for unemployment compensation is based on a variety of factors. Employees who become unemployed through no fault of their own *may* qualify to receive benefits, however, each situation is reviewed and evaluated individually by the Virginia Employment Commission. Employees who are temporarily laid off and given a return to work date are typically not eligible to receive benefits.

For more information, contact the nearest VEC office or visit them on the web at http://www.vec.state.va.us/.

MILITARY LEAVE WITHOUT PAY

Wage employees are eligible for approved absence during which regular pay is discontinued by the state while they are engaged in active military duty or state- or federally-funded military training duty. More information is available on the web at http://www.dhrm.state.va.us/hrpolicy/policy/pol4_50millv.pdf.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Eligible employees are entitled to 12 weeks of unpaid leave during any 12-month period for the adoption or foster care of a child; or the serious health condition of the employee or the employee's immediate family member. Contact the Department of Human Resources for eligibility criteria.

UNIVERSITY SERVICES

EMPLOYEE RELATIONS

Old Dominion University's Department of Human Resources provides employee relations staff to counsel employees and managers on human resource concerns. In addition, staff can provide information about university and state policies and procedures.

IDENTIFICATION (I.D.) CARD

Wage employees are entitled to an identification card, which should be carried while on campus. Privileges of this card are as follows:

- Buy a faculty/staff parking decal
- Borrow from the University Library
- Use some university athletic facilities during special hours
- Get a discount at the bookstore in Webb Center
- Receive free official and unofficial transcripts of any courses taken at Old Dominion University
- Get a discount on university athletic events
- Get a discount on some dining services.

Wage employees should contact the Card Center in the Webb Center to obtain a new card.

HOURLY AND CLASSIFIED EMPLOYEES ASSOCIATION (HACE)

Wage and classified employees may join HACE (Hourly and Classified Employees). In general, HACE's goal is to improve employment at Old Dominion University and help to foster communication between employees and university officials. HACE sponsors social and service opportunities throughout the year.

THE COURIER

The Courier is an official university newspaper published monthly by the Office of University Relations. Policy changes that affect employees may be officially announced in *The Courier*.

HUMAN RESOURCES PUBLICATIONS

The Department of Human Resources publishes two newsletters.

The *ReSOURCE* provides university staff and faculty with information on human resources issues, upcoming events and other news of interest to the university community.

MANAGEMENT NOTES provides information and news of interest to university supervisors. In addition, it provides information on a wide variety of topics that impact supervisors and employees.

ADDITIONAL SERVICES ON CAMPUS

The following services are available for use:

- Webb Center Café 1201, Faculty-Staff Dining Room, Food Court, and residence hall cafeterias
- Public Safety escort program
- The Women's Center
- The dental hygiene clinic
- The Barnes and Noble bookstore in Webb Center

- Any of the university chaplains
- CI Travel (Webb Center)
- ATM Bank (Webb Center)
- The ODU child care center
- ODU Credit Union

COMPENSATION MANAGEMENT

PAY STRUCTURE

Wage positions are assigned to a pay band based on comparison of assigned work to the definitions and guidelines provided in the state-developed occupational families, career groups and roles. Comparison is also made to similar wage positions. Full-time classified positions and wage positions assigned similar tasks are paid within the same pay band. (Wage positions are not eligible for health or life insurance, retirement programs, paid leave, holidays or other benefits available to full-time classified positions.)

The pay structure may be adjusted based on compensation studies. See salary chart at http://www.odu.edu/ af/humanresources/classcomp.

PAYCHECK

Wage employees are paid on the 1st and 16th of each month. Pay periods for wage employees are semi–monthly (1–15th, 16th to end of month). Wage employees are paid one pay period in arrears (For example: wages owed for the 1–15th pay period are paid on the 1st of the following month).

If the payday falls on a weekend or holiday, employees will be paid, whenever possible, on the last workday before the weekend or holiday. Paychecks are delivered in the campus mail to each department. During the December holiday break, a different delivery process may be used.

All employees must complete the direct deposit authorization form upon hire. This form is used to enroll in the direct deposit program in section 1 or to formally opt out of the direct deposit program in section 2. During orientation, new employees will receive a direct deposit form to complete. For more information about direct deposit, contact the Payroll Office.

The following items must be deducted from the employee's paycheck:

- Social Security Tax
- Federal Withholding Tax
- State Withholding Tax

HOURS OF WORK

WORK SCHEDULE

Wage employees are scheduled to work specific hours that are arranged by the supervisor. Typically, wage employees are scheduled to work 30 hours per week. Regular university business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. However some departments work non-standard shifts or work weeks.

Wage employees are limited to 1500 hours of work in a 12-month period (365 days from hire date to anniversary date). Wage employees who work in more than one hourly position with the university must notify their supervisors so that overtime is not inadvertently scheduled and so that the 1500-hour limit is not exceeded.

It is the employee's responsibility to call his/her supervisor when he/she expects to be absent or late for work. Some departments have unique notification guidelines. Employees are responsible to check with the supervisor for the proper notification procedures.

OVERTIME

Wage employees are classified as "non–exempt" under the Fair Labor Standards Act (FLSA). This makes them eligible for overtime compensation.

Wage employees who work more than 40 hours in a workweek must be compensated by overtime pay. Overtime pay will be one and one–half times the non–exempt employee's hourly rate.

Overtime is not authorized on a continual basis and must be approved by the supervisor in advance.

HOLIDAYS

The university typically observes 12 state–approved holidays each year. University holidays do not always coincide with state holidays because the staff is needed to keep the university operating when students are here.

See university holiday schedule at http://www.odu.edu/af/humanresources/holidays.htm.

When the university is formally closed, wage employees will normally be off unless the supervisor has requested that they work during the closing. Wage employees **will not** be compensated for holidays unless they work on an official university holiday.

INCLEMENT WEATHER

When the university is closed due to inclement weather or emergencies, "designated employees" may be required to report for work. Designated employees at Old Dominion University include employees who work in public safety, residence halls, residence hall food services, and facilities management positions and others as are needed to respond to conditions caused by the inclement weather/emergency.

Other persons may be determined to be "designated employees" in view of circumstances at the particular time. Budget Unit Directors are responsible for notifying personnel under their supervision of their "designated employee" status.

Students, faculty, and staff will be informed when the university closes due to inclement weather.

Announcements of whether the university will close or remain open are given on the following news media:

ODU Contact Points	Television Stations	Newspapers
www.odu.edu Campus Operator – 683-3000	WTKR (CBS) 3 WAVY (NBC) 10 WVEC (ABC) 13 WHRO (PBS) 15	*The Virginian-Pilot* *Daily Press*

Wage employees who work their normal scheduled shifts during authorized closings will be paid for the hours worked. Designated wage employees required to work in excess of their normal scheduled shifts will be paid at time and one–half overtime if the total hours worked in the work week exceeds 40.

Questions about the inclement weather policy should be discussed with the supervisor. For more information, see Old Dominion University Policy 1020 – Inclement Weather Emergencies at http://www.odu.edu/ao/polnproc/.

LENGTH OF SERVICE

Wage employees who are hired in full time classified positions may purchase VRS service based on the hours worked as a wage employee.

POLICIES AND PROCEDURES

All applicable policies are available at the following web addresses.

http://www.dhrm.state.va.us/hrpolicy/policy.html
http://www.odu.edu/ao/polnproc/
http://www.odu.edu/af/humanresources/policies/

AMERICANS WITH DISABILITIES ACT

Title I of the Americans with Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment.

compensation, fringe benefits, job training, and other terms, conditions and privileges of employment.

For more information, visit Equal Opportunity/Affirmative Action Office policies page at http://www.odu.edu/ao/eoaa/.

USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS

The university provides access to the Internet and electronic communication systems to facilitate the effective and efficient conduct of State and university business.

All users of university computers, Internet, and electronic communications systems are prohibited from using such equipment and access for reasons that are not related to the performance of their jobs or official purposes.

For more information, access Use of Internet and Electronic Communications Systems at Human Resources policy web site at http://www.odu.edu/af/humanresources/policies/.

Further questions should be directed to the Department of Human Resources.

SMOKING POLICY

Smoking is prohibited in all university facilities. The policy prohibits smoking within 20 feet of the entrance to any university facility, and gives preferential consideration to nonsmokers whenever it is determined they are being exposed to smoke.

Policy guidelines state that smoking is prohibited in all indoor and enclosed courtyard locations. Smoking is prohibited in all outdoor athletic facilities that are defined by a fence or wall and within 20 feet of a fence or wall or entrances as well as in all university-provided vehicles and areas in which fire or safety hazards exist. The university's Smoking Policy 3220 is available at, http://www.odu.edu/ao/polnproc/.

SOLICITATION POLICY

It is the policy of Old Dominion University to restrict solicitation by employees, vendors, sales representatives, and others to minimize interference with the university's operation and to protect the privacy of faculty, staff, students and visitors.

The university's Solicitation Policy 1600, is available at http://www.odu.edu/ao/polnproc/.

DISCRIMINATION COMPLAINT PROCEDURE

The purpose of the Discrimination Complaint Procedure is to promote equal employment, equal educational and social opportunities for Old Dominion University employees and students by providing a means for the internal resolution of complaints of discrimination on the basis of race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information. For information regarding the current Committee members, please contact the EO/AA Office at 683–3141. Information about this policy is available at EO/AA Office policies page at http://www.odu.edu/ao/eoaa/.

SEXUAL HARASSMENT POLICY AND PROCEDURES

It is the policy of Old Dominion University to provide students and employees with an environment for learning and working which is free of harassment and to assist victims of sexual harassment and those accused of violating the policy. The university's Committee on Sexual Harassment is chaired by the Director of Equal Opportunity. The committee assists members of the university community who are the object of sexual harassment, or who are accused of violating the policy.

Any individual in the community who believes he or she has experienced sexual harassment should contact the Director of Equal Opportunity at extension 683–3141 or a member of the University Committee on Sexual Harassment.

For more information on the university's Sexual Harassment Policy and Procedures, call the EO/AA Office at 683–3141 or access their web site at:

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

GUIDELINES FOR RECOGNIZING AND RESPONDING TO THREATS OR INCIDENTS OF WORKPLACE VIOLENCE

These guidelines are intended to help reduce the risk of workplace violence by providing employees and supervisors with information on how to recognize and respond to threatening behavior or acts of violence.

ROLE OF THE THREAT MANAGEMENT TEAM

The university has established a Threat Management Team to assist employees and supervisors should a threat or violent incident occur in the workplace. The purpose of the Threat Management Team is to minimize the risk of workplace violence through proactive measures such as:

- communication concerning the team's purpose, composition, and the process for reporting incidents;
- education of faculty, staff, managers, and administrators to reduce the frequency and seriousness of violent events;
- consultation with individuals who report incidents or express concerns about threatening behavior or workplace violence;
- reporting potential violent situations to the appropriate officials to diffuse the situation;
- coordinating post–incident follow–up debriefing activities.

TEAM COMPOSITION DEPARTMENT NAME CONTACT NUMBER

TEAM COMPOSITION	
Director of Public Safety, Co-Chair	683-4003
Director of Human Resources Glenda Humphreys, *Co*–Chair	683-3059
Director of Equal Opportunity/AA ReNeé Dunman	683-3141
Assoc. Director of Counseling/Advising Services Lenora Thompson	683-4401
Director of Student Judicial Affairs Lynn Farlin	683-3431
Employee Relations Manager Kathy Williamson	683-4564
Faculty Representative Barbara Winstead	683-3137

Visit the university's guidelines at http://www.odu.edu/af/humanresources/policies/threats.htm.

Information regarding the State's Workplace Violence, Policy 1.80, can be accessed at. http://www.dhrm.state.va.us/hrpolicy/policy.html.

WORKPLACE HARASSMENT

This policy prohibits all forms of harassment in the workplace including harassment based on gender, marital status or pregnancy.

- Workplace harassment is any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information that: has the purpose or effect of creating intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with an employee's work performance; or effects an employee's employment opportunities or compensation.

- Sexual harassment includes: any unwelcome sexual advances, requests for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co–workers or non–employee (third party).

For more information on the State's Workplace Harassment Policy, 2.30, access:

http://www.dhrm.state.va.us/hrpolicy/policy.html.

DRUG-FREE WORKPLACE

The university supports all federal and state legislation pertaining to the abuse of controlled substances. This includes the Drug–Free Work Force Act and Drug–Free Schools and Communities Act.

The federal Drug–Free Workplace Act requires that the university inform employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. The workplace consists of any state–owned or university–owned, controlled, or leased property, or the site where state work or university work is performed.

Any employee who violates this prohibition will be subject to disciplinary action, up to and including discharge, and/or required to satisfactorily participate in a drug abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, each employee must abide by the terms of this prohibition and notify his/her supervisor of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

The state policy on Alcohol and Other Drugs generally parallels the Drug–Free Workplace Act. The policy expands the federal act by addressing alcohol in the workplace, and requires the reporting to management of a criminal conviction for any violation of a criminal drug law that occurs outside the workplace.

Questions concerning Drug and Alcohol Policy should be directed to the Department of Human Resources at 683–3042.

DRUG AND ALCOHOL POLICY

Old Dominion University does not condone the illegal or irresponsible use of alcohol. In compliance with State and Federal law, the university forbids the unlawful possession, use or distribution of alcohol on university property or at university–sponsored functions. Faculty and staff are only authorized to consume alcoholic beverages on campus at events approved by the appropriate dean or vice president. Those choosing to drink alcohol, as responsible members of the Old Dominion University community, should understand that State law prohibits:

- drinking in public;
- possession of an alcoholic beverage by a person under the legal drinking age;
- falsely representing one’s age for the purpose of procuring alcohol; and
- purchasing an alcoholic beverage for someone who is underage.

Legal drinking age in the Commonwealth of Virginia is 21 years of age.

The unauthorized manufacture, distribution, or possession of any controlled substance is against State and Federal law.

The use of illegal drugs is also prohibited by university policy. Any individual choosing to participate in such activities can expect harsh penalties from both the university and governmental levels; any person associated with Old Dominion University who is found to be involved with manufacture, distribution, or possession of illegal drugs may be referred to outside agencies.

The State's policy on Alcohol and Other Drugs generally parallels the Federal Drug–Free Workplace Act.

Contact the Department of Human Resources at extension 683-4760 for alcohol and drug treatment coverage.

The university's Drug and Alcohol policy, 6603, can be accessed at http://www.odu.edu/ao/polnproc/.

State policy 1.05, Alcohol and Other Drugs, is available at http://www.dhrm.state.va.us/hrpolicy/policy.html.

ALCOHOL AND DRUG TESTING POLICY

Old Dominion University strives to maintain a safe, healthy, efficient workplace free from drug and alcohol abuse. In compliance with the Omnibus Transportation Employee Testing Act of 1991, Old Dominion University maintains a program for testing employees for use of alcohol and controlled substances. This program includes pre–employment, reasonable suspicion, random and post–accident alcohol and controlled substances testing of employees who are required to obtain a Commercial Driver's License (CDL) and for public safety officers.

RESPONSIBILITIES

CUSTOMER RELATIONS

A great university is judged in many ways, one of which is by the conduct of its employees. Employees represent Old Dominion University when dealing with students, faculty, staff, and the general public. Employees are expected to conduct themselves in a professional, courteous and cooperative manner toward both internal and external customers.

Employees are expected to promote a work environment in which individual freedom and dignity are respected and everyone is treated equitably.

The university seeks to foster a work environment that allows all employees to function productively and comfortably regardless of race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information. Each employee is expected to support this goal.

RESPECT FOR INDIVIDUALS

Each employee should promote a work environment in which individual freedom and dignity are respected and everyone is treated equitably. The goal of human relations development is to foster this type of work environment. To facilitate effective human relations, the university offers a comprehensive training program that provides positive ways to manage diversity in the workplace. The Training and Organizational Development Office currently offers a course called "Valuing Diversity." All university employees are encouraged to attend this course. For more information, contact the Department of Human Resources.

CHANGES IN STATUS

An employee should contact the Department of Human Resources if any of his/her personal information, such as name, address, telephone number, or number of dependents has changed. This helps keep the university's records current.

SAFETY

The safety of faculty, staff, students, and visitors is of primary importance to the university. A formal university safety program has been established to create and maintain a hazard–free environment in which all university groups may function, and to protect of university's physical property. Should an employee recognize an existing or potential hazard, he/she should contact the University Risk Manager at extension 683–4009.

CONFLICT OF INTEREST

According to the Code of Virginia Section 2.1–3103, an employee may not pass on confidential information to which he/she has access in his/her job for personal gain or benefit.

A university wage employee is in a position of public trust and may not accept gifts, gratuities, favors or rewards for any services performed in connection with his/her university employment. The Virginia Conflict of Interests Act also forbids persons living in the same household from being in the line of supervision of each other.

In addition, professional ethical conduct is expected of all employees. It is never appropriate to make or direct any transaction on an employee's own record, that of a family member or the account in which an employee has a vested interest or stands to benefit or gain. Even when the appearance of a conflict of interest may exist, it is essential that the employee avoid personal involvement.

If, in the normal course of an employee's duties, the employee finds that he/she would be involved in a potential conflict of interest, directly or indirectly, the issue must be brought to the attention of the supervisor. Violations of this policy will be handled according to State and university policy.

Questions concerning conflict of interest should be directed to the supervisor or the Department of Human Resources.

USE OF UNIVERSITY TELEPHONES

Generally, on–campus and off–campus personal phone calls are not prohibited, but they must be kept to a minimum. Using university telephone lines to accept collect calls or charge long distance calls for personal reasons is strictly forbidden. Some departments only allow emergency phone calls. An employee should check with the supervisor to find out the department's policy on personal calls. The misuse of university telephones is a violation of university policy and can lead to disciplinary action. If an employee is aware of telephone misuse, he/she should report it to the supervisor.

For cellular telephones, see Old Dominion University Policy 3310, Cellular Telephone Acquisition and Usage at http://www.odu.edu/ao/polnproc/.

USE OF UNIVERSITY EQUIPMENT

The use of university equipment, computers or software for personal reasons is not permitted.

All university employees are restricted from accessing sexually explicit material using university–owned or leased computer equipment, or the university's "information infrastructure."

Certain activities such as accessing, downloading, printing or storing information with sexually explicit content are prohibited by law (see Code of Virginia 2.1–804–805) as well as downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.

Unless there is a written approval from the president authorizing a bona fide university–approved research project or other university–approved undertaking, no university employee shall utilize university–owned or university–leased computer equipment to access, download, print or store any information infrastructure files or services having sexually explicit content.

When university equipment must be taken home to complete university business, the employee must obtain prior approval from his/her supervisor. The supervisor is responsible for notifying the Budget Unit Director, Public Safety, and Property Control departments of any equipment leaving the campus for off–campus use. A Property Authorization form must be completed and is available from Property Control.

The misuse of university equipment may lead to disciplinary action. If an employee is aware of misuse of any university equipment, it should be reported to the supervisor.

USE OF UNIVERSITY MATERIALS OR FUNDS

The use of university materials, computer information systems or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used only for conducting university business.

University funds are to be used to purchase only those materials and supplies needed to conduct university business. The misuse of university materials or funds is a serious violation of university policy and can lead to dismissal.

TIMELY AND REGULAR ATTENDANCE PERFORMANCE

- Planned absences should be arranged with the employee's supervisor in advance.
- Unexpected absences should be reported as promptly as possible to the supervisor prior to the beginning or at the start of the employee's work schedule, and in accordance with departmental procedure.

DEPENDABLE APPLICATION OF TIME

Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated, except for reasonable time provided to take care of personal needs.

SATISFACTORY WORK PERFORMANCE

- Employees are expected to meet established performance standards.
- Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to their supervisor.
- Unclear instructions or procedures should be brought to the attention of the supervisor.

DEALING WITH THE MEDIA

The Director for Media Relations in Institutional Advancement is responsible for coordinating media contacts (i.e., newspaper, television, and radio).

If a reporter contacts an employee because of his/her job at the university, the employee should refer the reporter to the Office of Institutional Advancement prior to commenting on questions the reporter may ask. The employee should also inform his/her supervisor about the media contact.

LEAVING THE UNIVERSITY

RESIGNATION

An employee should submit a letter of resignation to his/her immediate supervisor at least two weeks prior to the effective date of resignation.

As the employee leaves the university it is his/her responsibility to pay all owed fees and return all equipment, keys and identification cards. Outstanding fees may be deducted from final checks.

SOURCES

OLD DOMINION UNIVERSITY POLICIES AND PROCEDURES
Web Site: http://www.odu.edu/ao/polnproc/

OLD DOMINION UNIVERSITY DEPARTMENT OF HUMAN RESOURCES
Web Site: http://www.odu.edu/af/humanresources

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM)
Web Site: http://www.dhrm.state.va.us

Note: If access to a university computer is not available, request assistance from supervisor to access links in this guidebook.