

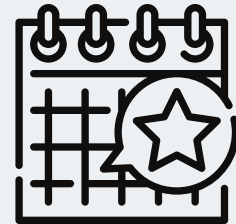
December 11, 2024



HR Minute

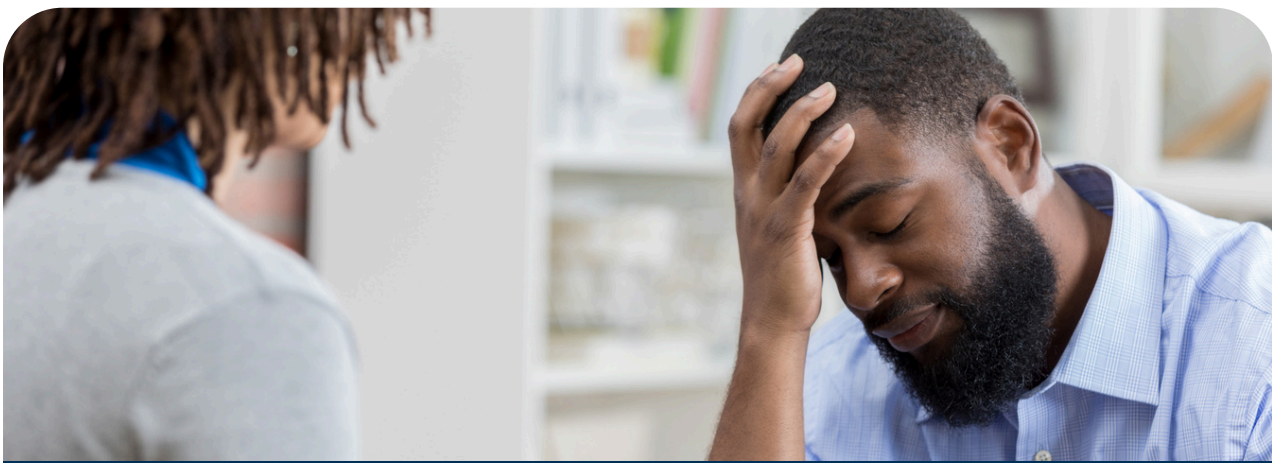
2025 Holiday Schedule Reminder (Non-Clinical)

- Wednesday, January 1 New Year's Day
- Monday, January 20 Martin Luther King, Jr. Day
- Monday, May 26 Memorial Day
- Thursday, June 19 Juneteenth
- Friday, July 4 Independence Day
- Monday, September 1 Labor Day
- Tuesday, November 4 Election Day
- Wednesday, November 26 Day Before Thanksgiving (8 Hours Holiday)
- Thursday, November 27 Thanksgiving Day
- Friday, November 28 Day After Thanksgiving
- Wednesday, December 24 Year End Break (8 Hours Holiday)
- Thursday, December 25 Christmas Day
- Friday, December 26 Year End Break (8 Hours Holiday)
- Monday, December 29 Year End Break (8 Hours Holiday)
- Tuesday, December 30 Year End Break (8 Hours Holiday)
- Wednesday, December 31 Year End Break (8 Hours Holiday)
- Thursday, January 1, 2026 New Year's Day
- Friday, January 2, 2026 Year End Break (8 Hours Holiday)



*Due to University operations some employees may have to work on these days.

The Holiday Schedule is consistent with the Academic Calendar. Some employees may have to work on these days; the appropriate recognition, holiday pay and compensatory leave policies apply. Classified employees working flexible or alternate work schedules should consult the Commonwealth's Department of Human Resource Management Policy 4.25 - Holidays, or call ODU's Department of Human Resources at 757-683-3042 for guidance. Please note that the Medical Group Holiday Operating Schedule differs from the University calendar.



Employee Assistance Program (EAP)

Old Dominion University is committed to your well-being, offering comprehensive Employee Assistance Programs (EAP) through COVA Care, COVA HDHP, COVA HealthAware, and Sentara. These programs provide free, confidential resources to help you manage life's challenges—whether personal, professional, emotional, or financial.

Additionally, the Office of Health Benefits is offering temporary EAP resources to wage and waived state employees not covered under a state health plan to address the recent natural disaster events that many state employees may be facing. They will have access to online Employee Assistance Programs/EAP services exclusively through Anthem. Effective immediately, these online educational services are offered at no cost to wage and waived state employees until June 30, 2025.

State employees interested in the online services can visit the Commonwealth of Virginia Anthem EAP website www.anthemead.com/cova.

The Anthem EAP website contains a wealth of resources including:

- Self-Help Resources for Critical Incident Support
- Self-Assessments
- Emotional Wellness articles, podcasts, and videos
- The Let's Talk Depression toolkit
- Work/Life Resources Self-Search (for childcare, eldercare, etc.)
- Online seminars
- ID Monitoring
- Web-based Legal/Financial resources including access to 100+ legal forms

EAP is available to you and those you care about. If you or someone you are concerned about have been impacted by a critical event, call your 24/7, toll-free EAP number, 855-223-9277.

Please note: For the temporary EAP resources for wage and waived state employees individual services such as counseling, legal consultation, telephonic financial counseling, and work/life consultation services are not included.

Take advantage of these resources to support your well-being!

[Read More](#) →

Financial Wellness: Virginia Retirement System (VRS)

Looking to make a fresh start with your finances in 2025? Spend some time this month creating (or adjusting) your monthly budget to better meet your spending and saving goals. Jump-start your quest by reading "[Getting Started with Budgeting.](#)" Just [log in to your myVRS account](#) and select "Financial Wellness."





YOU'RE
HIRED

Recruitment & Employment Team Updates

Recruitment requests for specified divisions are assigned to the following recruitment team members on the main campus and the medical campus. Requests are inclusive of recruitment activities and onboarding.

Main Campus A/P Faculty Recruitments

Morgan Riddick - Email: mriddick@odu.edu

- Vice Presidential Areas - Human Resources, Digital Transformation & Technology, President's Office, Athletics, Academic Affairs (All Academic Colleges).

Tiffany Salazar - Email: salazatj@odu.edu

- Vice Presidential Areas - Research, Student Enrollment, Engagement & Services (SEES), University Advancement, University Communications, Administration & Finance.

Main Campus Classified, Hourly, and 4031s

Arlinda McGruder - Email: amcgrude@odu.edu

- Vice Presidential Areas - Academic Affairs (All Academic Colleges), Human Resources, Research, Student Enrollment, Engagement & Services (SEES), University Advancement, University Communications, Digital Transformation & Technology
- President's Office
- Athletics

Armen Sumler - Email: asumler@odu.edu

- Vice Presidential Areas - Administration & Finance
- Digital Transformation & Technology (1CC01, 1CC02, 1CC08, 4CC00)
- Responsible for hourly recruitments for UPD & ITS

Dinh Tran - Email: dtranng@odu.edu

- Hourly recruitments, except for UPD & ITS
- Non-instructional part time faculty (4031 non-academic departments)
- Monarch Profile Manager

Medical Campus

Devin Arthur - Responsible for A/P faculty, classified and hourly recruitments. Email: arthurdb@odu.edu

- Vice Presidential Area - Health Sciences

[More Info](#) →



MACON & JOAN BROCK VIRGINIA HEALTH SCIENCES
EVMS MEDICAL GROUP
AT OLD DOMINION UNIVERSITY

DECEMBER SPECIALS

Relax and Refresh with Med Spa Specials

Treat yourself to some well-deserved self-care with the exclusive Aesthetic Med Spa specials at EVMS Medical Group! Whether you're looking to rejuvenate your skin, relax with a soothing treatment, or explore the latest in aesthetic care, the Med Spa offers a range of services tailored to help you look and feel your best. These specials are a wonderful way for employees to prioritize wellness and self-care, reinforcing the connection between feeling good and performing your best. Take advantage of these benefits! [Book today!](#)



Wellness Spotlight

This month's wellness spotlight features discounts on designer eyeglasses!

Save 40% on a new pair of designer eyeglasses or sunglasses at [GlassesUSA.com](https://www.glassesusa.com).

[GlassesUSA.com](https://www.glassesusa.com) offers a variety of high-quality designer and private label brands for all your style and vision needs, including single-vision, multifocals, sunglasses (Rx & non-Rx), contact lenses, blue light lenses, and much more.

[Click here](#) for more details.

Use code: MEMBER40 to get 40% off.



Special Offer

Enjoy unlimited admission to Busch Gardens Williamsburg and Water Country USA for 12 months with no blackout dates.

Unlimited Membership holders enjoy the following benefits:

- Unlimited admission to Busch Gardens Williamsburg & Water Country USA
- Includes admission to Howl-O-Scream & Christmas Town
- FREE General Parking
- 2 FREE Guest Tickets
- Exclusive member events, monthly rewards and more

[Click here](#) for more details.

Volunteers Still Needed: Dec. 14 Commencement Ceremonies

This is a wonderful opportunity to come together as a team and send off our graduates. Opportunities include helping with registration at Webb Center or ceremony assistance at Chartway Arena. Volunteers are encouraged to use the link below to sign up. Snacks will be provided for all volunteers!

Help Needed:

- Assist with robing students in Webb
- Registration in Webb
- Ceremony assistance at Chartway Arena

[Click here](#) to volunteer. Volunteers can choose to work one or both ceremonies.

Questions? Email edrayton@odu.edu.



LINKEDIN LEARNING NOW AVAILABLE

The division of Digital Transformation & Technology has brought back LinkedIn Learning for all faculty and staff. You now have access to everything from bite-size tutorials to comprehensive courses on a wide range of topics designed to elevate personal and professional growth. With thousands of on-demand courses available 24/7, LinkedIn Learning is your ultimate resource for accelerating lifelong learning.



[ACCESS HERE!](#)

Join Our Community of Givers!

Since 1997, the Commonwealth of Virginia Campaign (CVC) has been the officially sanctioned, nonprofit fundraising program for over 120,000 Commonwealth employees to safely and easily donate to their favorite causes throughout the year. Join us in making 2024 our most successful campaign year yet!

There are three ways you can donate to your favorite charities, through Payroll Deduction, Credit Card, and Direct Giving. [Click here](#) for more info.

If you have any questions, please contact support at cvcsupport@dhrm.virginia.gov.



Thank you for reading!

Your feedback is important to us. If you have any thoughts or suggestions for topics you'd like to see in future editions, we'd love to hear from you. Please feel free to email us at HRDept@odu.edu.