

ReSource

A Publication of the Department of Human Resources

SEPTEMBER, 2021, FALL EDITION



HUMAN RESOURCES IS HERE FOR YOU!

Our goal is to support the University's mission by providing exceptional human resource services through effective partnerships that meet our internal and external customers' needs; encouraging and maintaining an environment which values and appreciates differences; and fostering a work ethic that displays respect, cooperation, fairness, and a commitment to excellence.

Within the Department of Human Resources are five essential services that provide core resources to eligible ODU staff members. These essential services include: Benefits, Employee Relations, Organization Development and Training, HR Systems, and Total Compensation and Staffing. We are located in Spong Hall, North of the S.B. Ballard Football Stadium, next to Rollins Hall.

The Department of Human Resources is available to serve you. You can call us at 757-683-3042 or email at hr@odu.edu.

WHAT'S INSIDE THIS ISSUE:

- Quality of University Life - 2
- Benefits - 3
- Financial Wellness Workshop - 4
- PHEL Update - 5
- The Vaccination Question - 6
- Marijuana Possession/Use - 7
- Who's New in HR - 8

"Coming together is the beginning.

Keeping together is progress.

Working together is success."

-Henry Ford



OLD DOMINION
UNIVERSITY

QUALITY OF UNIVERSITY LIFE

CHECK OUT THE NEW AND IMPROVED WEBSITE FOR USEFUL RESOURCES!

During Spring 2021, the QUL committee worked to expand and strengthen the information and resources available to faculty and staff that can be found on the [Quality of University Life](#) website. The website now has three distinct sections to include:

- Work-Life Balance
- Employee Wellness
- Policies and Best Practices

Under the Work-Life Balance tab, you can find resources for childcare, eldercare, pet care, and more to support work-life balance.

Check out the Employee Wellness tab to discover links that provide employees with resources to help achieve optimal health and wellness. There is also a great section with information from ODU's Recreation and Wellness Department. The Policies and Best Practices tab provides links to ODU policies that are family friendly, support work-life balance, and promote civility and respect during interactions with faculty, staff, and students.

Click [here](#) today to find something great!

**PLEASE CONTACT
JARENAE WHITEHEAD
REGARDING ANY QUL
QUESTIONS FOR AP
FACULTY, CLASSIFIED
AND WAGE EMPLOYEES.**

**JARENAE E. WHITEHEAD
ASSISTANT VICE
PRESIDENT FOR HUMAN
RESOURCES
1502 SPONG HALL
NORFOLK, VA 23529
757-683-4564
JWHITEHE@ODU.EDU**



Benefits Updates

Coming Soon!

Online Retirement and Beneficiary Management

Online retirement will be available to VRS members through a gradual rollout in 2021. Members who retire online in myVRS will find pre-retirement counseling information, and step-by-step guidance at key decision points. The online application will provide counseling, and offer self-service. In addition, members will gain access to set up and change beneficiaries online instead of submitting a paper form. Creating your account online is easy and is also a security best practice for VRS members. To create your account today go to [Registering for myVRS](#).

If you are thinking about retiring we invite you to log into your [myVRS accounts](#) and explore the Retirement Planning Section.



Access Social Security Retirement Benefits Online

The social security portal is the best way to learn about your retirement benefits. The website will allow you to create your personal [mySocialSecurity](#) account, this will help you to be better prepared to apply and/or manage your retirement benefits online.

Visit their portal today at www.ssa.gov/benefits/retirement to Learn, Apply, and Manage your retirement benefits. You can subscribe to receive important information on services, retirement, and updates.



Safeguarding Yourself

A Workshop on Identity Protection

Date

September 16, 2021

Time

1:30 p.m. to 2:30 p.m.

Your identity makes up who you are. It is comprised of your Personally Identifiable Information, or PII, which is data that could potentially be used to identify you. Safeguarding your PII is more important than ever. In this workshop, you'll learn about the latest scams and how to help protect yourself from them, ways your PII can be compromised, strategies to help keep your data safe and, most importantly, what you can do if your identity is compromised.

PNC WorkPlace Banking® is presenting this Financial Wellness Workshop series. PNC WorkPlace Banking can help improve your financial wellness with access to PNC products, tools, resources and financial specialists. The PNC WorkPlace Banking program also includes certain offers and rewards for employees on select financial products and services, and helps make banking easy and convenient through onsite or virtual sessions with a dedicated team of PNC WorkPlace Banking consultants.

Company

PNC Bank

Contact Name

Alyson Frye-Williams

Phone or E-mail

alyson.frye-williams@pnc.com

pnc.com/workplacewellness

Seminars provided for informational purposes only and do not provide legal, financial or accounting advice. Individuals should consult their own advisor for specific advice concerning their individual situation. Subject to change without notice.

**Important Investor Information:**

Brokerage and insurance products are:

Not FDIC Insured • Not Bank Guaranteed • Not A Deposit
Not Insured By Any Federal Agency • May Lose Value

Public Health Emergency Leave (PHEL)

The Commonwealth of Virginia's Department of Human Resources Management (DHRM) has published the following guidance:

- Effective 9-01-21 the number of available PHEL hours is 80 hours specific to the criteria listed below:
 - PHEL may be used to attend to an employee's own illness due to a confirmed positive test for COVID-19. The employee's return to the workplace must align with the CDC's recommendations.
 - PHEL may be used to attend to an immediate family member who has contracted COVID-19 through a confirmed positive test.
 - Employees who used PHEL during the current leave year (since January 10th) may only use the remaining balance of PHEL as noted for the above criteria.
 - Employees who used 80 hours of PHEL within the current leave year (since January 10th) will not receive an additional PHEL leave allotment.
 - Once the allotment of PHEL is used, employees may use appropriate and available leave balances (Traditional or VSDP Sick Leave, Family-Personal Leave, Annual Leave, Compensatory Leave, Overtime Leave, Recognition Leave) or Leave without Pay.
- Effective 9-01-21 a maximum of 8 total hours of PHEL may be used to obtain a COVID-19 vaccine and/or recover from side-effects resulting from obtaining the vaccine.
- Medical documentation is now required to access PHEL leave (in any instance).
- Any DHRM PHEL guidance provided prior to 9-01-21 is no longer applicable.

Please see current guidance on use of PHEL on the DHRM website by clicking the link below:

[DHRM Policy Guide- Policy 4.52 Public Health Emergency Leave as of 9-01-21](#)

PHEL usage should be coordinated with the Department of Human Resources. Please contact JaRena Whitehead at jwhitehe@odu.edu or send inquiries to hrcovid19@odu.edu.



THE VACCINATION QUESTION

**I'VE BEEN ASKED THE VACCINATION QUESTION...
HOW SHOULD I RESPOND?**

**If asked about
your vaccination
status, the initial
response should
be:**



"I appreciate your concern, and while that is personal information that I do not care to share with you, I can assure you that I am working within full compliance of University policy."

**NEED ASSISTANCE FINDING
A VACCINATION?**

**LEARN HOW TO GET
YOUR SHOT AT
VACCINATE.VIRGINIA.GOV
OR CALL 1-877-VAX-IN VA:
[CLICK HERE FOR VACCINE
FINDER](#)**



**[#ReignResponsibly](#)
[CLICK HERE FOR](#)
[ODU COVID-19 VACCINE](#)
[INFORMATION](#)**

**[CDC FREQUENTLY](#)
[ASKED QUESTIONS](#)**

**[VHD FREQUENTLY](#)
[ASKED QUESTIONS](#)**

**If further
pressed for
the
information,
the follow-up
response
should be:**



"Again, that is personal information that I do not care to share with you. But if you could provide me your name, I would be happy to have my supervisor reach out to you to resolve any concerns you may have with this situation."



Reminder: Cannabis is Not Permitted on Campus

On July 1, 2021, the possession of one ounce of cannabis (i.e., marijuana) and/or its use became legal in Virginia for those 21 and older. The federal Drug-Free Schools and Communities Act prohibits the use or possession of cannabis on college campuses that receive federal funding, including Old Dominion University. Federal law prohibits the possession, use or distribution of cannabis on University property or as part of University sponsored events. Cannabis remains an illegal drug under federal law.

As such, the possession or use of cannabis on campus is not permitted. The ODU Policy 6603 on Drug and Alcohol and the Code of Student Conduct that prohibit the use or distribution of cannabis on University owned property remain in effect.



WHO'S NEW IN HR?



ARMEN SUMLER

Recruitment & Employment Specialist

Armen Sumler is the new Recruitment & Employment Specialist for the Department of Human Resources at Old Dominion University. She has worked in the HR field for the past 3 1/2 years. She started her State career in HR in 2017, working as a HR Clerk then promoted to Human Resource Generalist for Southeastern Virginia Training Center in Chesapeake, VA. Prior to entering the HR field, Mrs. Sumler worked as a Special Education Paraprofessional for 12 years with Virginia Beach Public Schools.

She is a graduate of Norfolk State University where she received a Bachelor's degree in Personnel & Industrial Relations. She received a second Bachelor's degree in Human Resource Management from Saint Leo University and a Master's degree in Psychological Studies from Cambridge College.

She is married 29 years to Jack Sumler, a retired Management Analyst with the City of Norfolk, and currently works as an Environmental Inspector for the City of Portsmouth. They have 2 children, Korey and Ja'Nae. Armen enjoys going on vacations and spend time with family and friends.

BRIAN JACKSON

Employee Relations Manager

We would like to welcome Brian Jackson to the HR Team! Brian joined the HR department this June and serves as the Employee Relations Manager. Prior to joining ODU, Brian worked as an HR professional in various industries including Local Government. Brian brings to ODU, a passion for employee relations and a drive to always do what is right! Brian is looking forward to working with his new Monarch teammates.

Fun facts about Brian includes he loves to spend time with his wife and children. He is the only one in his family that is left-handed and his daughter is a member of the ODU Women's Basketball team.



I HAVE HR QUESTIONS... WHO DO I ASK?



Questions about retirement, medical leaves, FMLA, EAP, Open Enrollment or Tuition Assistance?

Kim Butler (A-H) kbutler@odu.edu

Angela Vann (I-P, Police Department) advann@odu.edu

Anna Marcano (Q-Z) amarcano@odu.edu

Questions about performance evaluations, unemployment, employee recognition, employee conflict resolution guidance or the Supervisor Essentials Training Course?

Employee Relations Manager, Brian Jackson, bjjackso@odu.edu or

Employee Relations Consultant, Elle McNair Imcnair@odu.edu

Questions about departmental conflicts and/or strategies to get your team motivated, focused and back on track?

AVP of Human Resources, JaRena Whitehead jwhitehe@odu.edu

Questions about professional development and how to register for the current offerings?

Training Consultant, Debbie Couch dcouch@odu.edu or

Trainer, Marilyn Baylon mbaylon@odu.edu

Questions about retrieving a job description or about a job description change?

Compensation Manager, David Hawkins dchawkins@odu.edu

Questions about recruitments, onboarding, or address changes?

Staffing and Operations Manager, Pam Harris pharris@odu.edu

AP Faculty Recruitments, Nadine Falcon-Johnson nfalcon@odu.edu

Questions about Employment Verifications?

HR Receptionist, Petryne Stanford pstandfor@odu.edu

Editor/Employee Relations Consultant, Elle McNair
lmcnair@odu.edu

Thank you for reading!

ODU DEPARTMENT OF
**HUMAN
RESOURCES**

Old Dominion University
Department of Human Resources
5255 Hampton Blvd.,
Norfolk, VA 23529
757-683-3042
www.odu.edu/humanresources
Instagram/Twitter: #ODU_HR

