

Mission Statement:

To support the University's mission by serving as a strategic partner, with emphasis on ethics, integrity and maintaining a service oriented environment and by providing a human capital management framework that attracts, retains and develops a diverse, inclusive and productive workforce.



“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

- *Andrew Carnegie*



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“Alone we can do so little; together we can do so much” - Helen Keller



Human Resources is pleased to announce the 2019 University Staff Dream Fund program. Privately funded through an Educational Foundation Endowment and first launched in 2008, this program provides monetary awards and/or paid time off for full-time Classified staff and Administrative and Professional faculty members to fulfill a long-held dream. Some examples are pursuing studies in an area unrelated to work, traveling to another country, or visiting family far away. Proposals are initially reviewed by the Screening Committee with representatives from Administration and Finance, Academic Affairs, Student Engagement and Enrollment Services, University Advancement, HACE, AUA, and Athletics. Then, a Selection Committee, comprised of the VP for Advancement, VP for Human Resources, and the Employee Relations Manager, will select the Staff Dream Fund recipient(s) based upon merits of their proposal, past service,

and their promise of future service to ODU. The award(s) will be announced in late spring and made available in July.

Eligibility:

- ◇ Full-time Classified staff and Administrative and Professional faculty
- ◇ Minimum of five consecutive years of full-time ODU service
- ◇ Satisfactory or higher performance evaluations
- ◇ State recognition policies apply
- ◇ No formal discipline issued within 24 months of the date of proposal application

The application process opens on **March 4, 2019**. Proposals are due to the Department of Human Resources by **April 12, 2019**. A description of the program, including guidelines and proposal form, are available on the [Staff Dream Fund webpage](#).

Proposal Packets must contain:

- ◇ A completed online proposal (link below) which includes:
 - ◇ A thorough description of the dream and the reasons for it (*Please note: Awards are not intended to address personal/financial hardships, emergencies or job-related professional development.*)
 - ◇ A budget/financial plan for achieving the dream
 - ◇ A statement of intent to remain at Old Dominion University for the foreseeable future
- ◇ [Letter of support from a direct supervisor](#) indicating the candidate is a valuable and meritorious employee
- ◇ [Letter of support from an Old Dominion University colleague](#)

[CLICK HERE TO BEGIN YOUR PROPOSAL](#)



OUR NEW HR TEAM MEMBERS

Kim Butler

(Benefits Specialist)

We would like to welcome Kim Butler to the HR Team! Kim joined the HR Department in December 2018, and now serves as a Benefits Specialist. Prior to joining ODU, Kim worked 16 years as a Benefits Administrator under a federal contract. Kim brings to ODU, a wealth of HR knowledge and looks forward to collaborating with her teammates.

Fun facts about Kim include; that her son is a 3rd generation Monarch. She holds a Top Secret Military clearance and considers herself to be a "Military Brat". She absolutely loves Disney World, Dallas Cowboys, the Milwaukee Brewers and ODU basketball games.



Elle McNair

(Employee Relations Consultant)

We would like to welcome Elle McNair to the HR Team! Elle joined the HR department this January 2019, and serves as the Employee Relations Consultant. Elle has relocated to Virginia from sunny California, after getting married this past December. In California, Elle worked as the Senior HR Program Coordinator at Pomona College. Prior to joining ODU, Elle has held positions with the United States Bankruptcy Court as well as the County of Riverside Superior Courts. Elle is an enthusiastic and energetic individual with ambitions to add valuable contributions to the ODU community.

Elle and her new husband Geoffrey are parents of 5 children as a blended family. Elle looks forward to adjusting to her life as a new wife, step-mother, and ODU employee. Her hobbies include badminton, singing, writing poetry and all other performing arts activities.

Benefits

Contributed by: Brenda Johnson & Anna Marcano



Introducing SmartShopper

The Commonwealth is very excited to bring in *SmartShopper* as part of the Commonwealth of Virginia Care (COVA Care) and Commonwealth of Virginia High Deductible Health Plan (COVA HDHP).

SmartShopper is an incentive and engagement program designed to encourage members to shop for better-value/lower-cost medical services, such as certain procedures or tests. Members register for the program, shop and receive a cash reward which varies depending on the covered service and selected provider. The incentive will be paid in paychecks for active employees, and by check mailed to a retiree group member, about 60 days after the claim is paid. Be advised that when a covered family member earns a cash reward, it will be paid to the enrolled participant, not the family member. Here are links to an [overview](#) and [a list of covered services](#) included in the program. For more information, visit cova.vitalssmartshopper.com



Pre-Retirement Seminar Monday, March 4th

Vendors will be on campus to provide information and assist employees nearing retirement. The event typically includes representatives from VRS, TIAA, Fidelity, DCP, Social Security, Department of Human Resources Management (DHRM), and more.

Email Benefits@odu.edu for more information.

Employee Assistance Program

The EAP provides a counseling and referral service to employees and their families who are enrolled in a Commonwealth of Virginia health care plan. The EAP can provide confidential assistance when you are experiencing personal, family, marital, or substance abuse problems that are affecting your or your job performance.

COVA Care and COVA HDHP Anthem Blue Cross and Blue Shield

Member Services: 1-855-223-9277

www.anthemead.com

COVA HealthAware Aetna 1-888-238-6232

www.covahealthaware.com



What's Happening

BEWARE OF "SPOOFING" EMAILS

We have seen a rise in phishing attempts that seem to come from high level administrators with urgent requests for money or information.

Business Email Compromise Attacks (BEC)

A BEC is a highly focused phishing attack in which a cyber-criminal impersonates a company's executive in an attempt to get an employee, customer or vendor to transfer funds or sensitive information. The criminal will often study recent company news or research employees on social media in order to craft a very convincing message, making it harder for spam filters (and victims) to spot the fake.



BEC attacks can come from an email account that has been successfully phished, or it could come from a lookalike domain that is one or two letters different than the real address. These urgent requests usually appeal for money or sensitive data.

If you suspect a BEC attack:

1. Forward the email to phishing@odu.edu for investigation.
2. Double-check directly with the sender in person or by phone before responding with information, no matter who the email is from or how important the request seems.



More information regarding safe internet and computing practices can be found at www.odu.edu/cybersecurity. If you fall victim to a scam, it should be reported to police@odu.edu.

"Phishers have posed as deans and department chairs, asking professors to purchase and send photos of gift cards for iTunes or Amazon. The scam has been employed nearly identically at departments from Harvard University to Appalachian State University, from the University of Houston to the University of Iowa.

Early in the exchange, the scammers often say they are "in a meeting"— what dean or department chair doesn't have long meetings? — but promise to reimburse the professor soon. The sender's email address doesn't raise red flags because, in many cases, the scammers have created a fake email account that includes the name of the person they impersonate."

Excerpt from Article: "Phishing Scheme Targets Professors' Desire to Please Their Deans — All for \$500 in Gift Cards" Lindsay Ellis, The Chronicle of Higher Education, January 23, 2019

Click [here](#) to read the full article

Contributed by: Doug Streit & Dawn Midgette

What's Happening

Contributed by: Megan Gribble, JaRenae Whitehead

ODU is a Sustainable Campus

Even though Monarchs are blue, we pride ourselves in being committed to "going green." Find out more about the campus' sustainability efforts and how you can help. [Go Green!](#)



Your plate is your permit!



Keep your vehicle information up to date via the ODU Parking Portal www.odu.edu/parking

For more information or assistance contact:
ODU Transportation & Parking Services
www.odu.edu/parking | parkinfo@odu.edu
(757) 683-4004
4310 Elkhorn Ave Norfolk, VA 23508

Here's the Scoop...

Save the Date!

2019 EMPLOYEE



Sponsored by the
Quality of University Life
(QUL Committee)

Date Tuesday, June 18th
11:00 A.M. - 1:00 P.M.
North Cafeteria, Webb Center



License Plate Recognition (LPR)

This semester, Transportation and Parking Services has implemented License Plate Recognition (LPR) for parking enforcement. Once you confirm your current vehicle license plates are linked to your current parking permit, **you will no longer need to display your plastic hanqtaq permit.**

What's different?

A valid ODU parking permit will still be required to park on campus, and permit holders will still be assigned to specific locations to park. Rather than displaying a physical permit, a "virtual permit" will be associated with license plate(s) on the customer's account. ***An important change to the system is the need for permit holders to keep accounts, particularly license plates numbers, accurate and up to date.***

Click [HERE](#) to learn more about the benefits of the new system!

Human Resources Forms

Are you using the most recent HR form?



Various HR forms may have been updated and revamped on the Human Resources website. Please be sure to refer to the link below to access the most recent HR forms.

<https://www.odu.edu/humanresources/hrforms>

Work/Life Balance

The ability to juggle work and personal life has become an increasing challenge for employees. The Department of Human Resources has designed a Work/Life Balance web site with a list of available resources to assist faculty and staff and their families.

Resources include:



- *Leave Policies*
- *Children's Learning & Research Center*
- *Weathering the Financial Storm*
- *Recreation and Wellness*
- *The Women's Center*
- *And more....*

For additional information on Work-Life Balance at Old Dominion University, please visit:

<https://www.odu.edu/facultystaff/employee-services/work-life-balance>

Safe Space Ally Training

The Safe Space committee is offering two Ally Certification trainings for Spring 2019. Any faculty, staff or graduate student who would like to learn more about the LGBTQ+ community and become an Ally is encouraged to attend.

The dates for training are:

Tuesday, March 19 and Thursday, March 21 from 9:00 a.m. – 1:00 p.m. (must attend both dates to become an Ally)

For more information and to register for the training sessions please go to <http://odu.edu/safespace> and click on the "Ally Certification Training" tab.

Safe Space
757-683-3442 (office)
safespace@odu.edu

SAFE ZONE

Contributed by: Pam Harris, JaRena Whitehead

NEW POLICY

Civility in the Workplace - Civility Policy, DHRM Policy 2.35

There is a recent update that combines both the former Workplace Violence and Workplace Harassment policies. The new Civility Policy now addresses bullying/cyber bullying and conduct related to social media that was not previously addressed in the order of policies. This updated policy serves as a reminder to all individuals within the workforce to be aware and sensitive to conducting themselves in a respectful manner towards others. This standard is the expectation for every level of our organization.

The Civility in the Workplace policy defines prohibited conduct in general terms. Because all potential behaviors cannot be anticipated or listed, this guide provides some examples of prohibited behaviors but is not intended to be all inclusive.

Prohibited conduct may be considered discriminatory or non-discriminatory.

- Discriminatory conduct is behavior that targets individuals in protected classes and is illegal.
- Non-discriminatory conduct is demeaning, intimidating, or insensitive behavior that is not targeted specifically toward individuals based on their characteristics or affiliation with a particular group, class, or category.

Disciplinary actions to address prohibited behaviors may be taken on a progressive basis or actions may be taken upon the first occurrence, depending upon the nature and seriousness of the conduct. The context of the behaviors, nature of the relationship between the parties, frequency of associated behaviors, and the specific circumstances must be considered in determining if the behavior is prohibited. A “reasonable person” standard is applied when assessing if behaviors should be considered offensive or inappropriate.

Please review the new [Civility Policy, DHRM Policy 2.35](#) and the accompanying [Policy Guide - Civility in the Workplace](#), Prohibited Conduct/Behaviors in its entirety.

Contributed by: Septemeber Sanderlin

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The sky is the limit.

Contributed by: Debbie Couch

Lynda.com at ODU

The Lynda.com Online Training Library is available free of charge to current ODU students, faculty and staff 24x7. Lynda.com teaches the latest software, creative and business skills through high-quality instructional videos taught by recognized industry experts. The training library consists of over 4,000 courses, with more added weekly) through ODU's site license. **It's time for you to explore!**

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www.odu.edu/lynda

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AWARDS & RECOGNITION

2018 EOM Recipients

January – N/A
 February – Evan Tumblin, Transportation & Parking Services
 March – Taia Reid, Center for High Impact Practices
 April – Jenny Caja, Office of Finance
 May - Marta Muselik, Foundations
 June – Rick French, Intercollegiate Athletics
 July – Michael Moore, University Registrar
 August - Christina Gonzalez, ODU Peninsula
 September – Trudy Schumpert, Center for High Impact Practices

October – Kim Ross, Foundations
 November - Linh Nguyen, University Libraries
 December – Meredith Hamlet, Development

2018 Staff Dream Fund Recipients

Tania Alvarez, Adv. Admin. & Academic Ptr.
 Alice Jones, Career Development Services
 Kim Miller, Engr. Mgmt. & Sys. Engr.

ODU Instructions - Employee of the Month Nominations

Any employee may nominate an hourly, classified or administrative and professional faculty member for the Employee of the Month Award.

Nominations should be forwarded to the immediate supervisor of the nominee. (Nominators may contact Human Resources for supervisor’s name.) The immediate supervisor must support the nomination indicated by signing the nomination form. The immediate supervisor will obtain the support/signature of the department head and will submit the completed nomination form to Human Resources (Attention: Jerry Dye).

Human Resources will verify the eligibility of the nominee prior to submitting the nomination to the selection committee. HR will verify that the employee has worked for the University for at least 12 months, that the most recent performance evaluation was satisfactory and that no formal discipline has been issued within the prior 12 months.

Please consider the selection criteria listed on the [nomination form](#). Provide detailed information (examples are great!) about the employee’s exemplary performance. Selection will be based on the information provided in the [nomination form](#).

Nominations will remain active for six months from date of receipt in Human Resources.

Please contact Jerry Dye (683-3046) in Human Resources if you have questions.

THANKS for participating in this opportunity to celebrate excellence at Old Dominion University!

Contributed by: Jerry Dye & Elle McNair

Famous Movie Quote Trivia

1. **“You had me at hello.”**
 - A. Jerry McGuire
 - B. You’ve Got Mail
 - C. Sleepless in Seattle
2. **“Mama always said life is like a box of chocolate. You never know what you’re gonna get.”**
 - A. Saving Private Ryan
 - B. The Green Mile
 - C. Forrest Gump
3. **“Begin each day like it was on purpose.”**
 - A. 50 First Dates
 - B. Groundhog Day
 - C. Hitch
4. **“Always let your conscience be your guide.”**
 - A. Peter Pan
 - B. Pinocchio
 - C. Dumbo
5. **“Yo, Adrian! We did it!”**
 - A. 42nd Street
 - B. Rocky
 - C. Dog Day Afternoon
6. **“If you build it, he will come.”**
 - A. Field of Dreams
 - B. Casablanca
 - C. Cable Guy
7. **“Go ahead, make my day.”**
 - A. Cool Hand Luke
 - B. Dirty Harry
 - C. Sudden Impact
8. **“Who you gonna call?”**
 - A. Ghostbusters
 - B. Cellular
 - C. The Incredibles



Contact Us

Feel free to visit or give us a call for more information regarding HR matters.

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Spong Hall
5255 Hampton Blvd.
Norfolk, VA 23529

(757) 683-3042 (Office)
(757) 683-3047 (Fax)
Visit us on the web at
www.odu.edu/humanresources