

Resource

Our 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.



"The major work of the world is not done by geniuses. It is done by ordinary people, with balance in their lives, who have learned to work in an extraordinary manner."

-Gordon B. Hinkley

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"Balance is not something you find. It's something you create" - Unknown

Benefits

Contributed by: Brenda Johnson & Kim Butler



AUTO-ESCALATION IS COMING!

Every three years, employees' voluntary contributions to their Hybrid 457 Deferred Compensation plan accounts will automatically increase by 0.5 percent annually if they are not already contributing the maximum 4 percent.

This provides Hybrid Plan Members an opportunity to maximize retirement savings! The next automatic escalation will take place on **January 1, 2020**. For more information please visit the [hybrid plan website](#).

Employees may opt out of auto-escalation.

Employee Discounts



Find information on state employee discounts!

Offers include:

Kings Dominion, Great Wolf Lodge, 24 Hour Fitness, Enterprise, Sprint, Ticket Monster, Orlando Vacations, Verizon Fios and many more...

[Click here](#) for more information.

JUST A REMINDER



Contributed by: Pamela Harris

Military Leave

Employees who are members of any reserve component of the Armed Forces of the United States are eligible to take military leave with pay for up to 15 workdays in each federal fiscal year (October 1 – September 30) for federally funded military training duty. Military leave for up to 15 workdays shall also be granted to members of the Virginia Defense Force or the National Defense Executive Reserve when it is for training specifically approved by the Governor or their designee.

It is imperative that employees furnish their supervisor and the Department of Human Resources with some type of documentation from a responsible military official indicating the dates and type of required military training. Notice should be given prior to the beginning of the training. In cases of emergency call-up, employees shall notify their supervisor and Human Resources of the call-up for duty as soon as possible.



Supervisor Information

It is imperative that supervisor information is kept up-to-date. If the incorrect supervisor is listed in the systems, it will impact reporting, web time entry (which could affect the employee being paid), performance management workflow and the separation workflow. When a change occurs, please send us the name (s) and UIN of the employee(s) and the new supervisor name and UIN.

Rehire Policy

According to the 2016 Affordable Care Act (ACA) regulations, if a full-time or quasi-full-time (work at least 32 hours per week) employee separates, 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](#)



Data Clean Up

As part of fiscal year end, now would be a good time to review departmental personnel records and determine whether there are any student employees, hourly and/or adjuncts that are no longer working and need to be separated.

If you need a report of personnel or have any questions, please contact [Pam Harris](#).

What's Happening



Contributed by: Pamela Harris, & JaRenae Whitehead

Here's the Scoop...

Save the Date!

2019 EMPLOYEE

Ice Cream Social

**Sponsored by the
Quality of University Life
Committee**

**Date:
Tuesday, June 18th
11:00 A.M. - 1:00 P.M.**



Human Resources Forms

Are you using the most recent HR forms?



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 Resource's has a Work/Life Balance web site with 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>



COMING SOON

Develop Your Dominion

New Professional Development Training Options



Classes begin July 2019

Stay tuned for additional information...



Contributed by: Debbie Couch

**Vice President for Human Resources, September Sanderlin
Editor/Employee Relations Consultant, Elle McNair - Vol. 37 No.1**

COMING
SOON!



THE

MONARCH

EXPERIENCE
EXPERIENCE

Enhanced New Hire Onboarding & Orientation

Summer 2019

Goal three of the University's Strategic Plan focuses on Enriching the Quality of University Life, with an action item of developing and implementing a comprehensive onboarding program for faculty and staff to ensure that new employees become productive, effective and engaged members of the University community.

In achieving this goal, the Department of Human Resources and Academic Affairs partnered to develop the "Monarch Experience". This is an enhanced new hire onboarding and orientation experience which is highlighted by an automated "paperless" process. Included is an engaging two-day orientation model and required Supervisor Essentials enrollment for all newly hired employees with direct reports.

We have been piloting these processes for over a year and look forward to full implementation for all new employee classifications this Summer.

If you have questions, please feel free to contact Pam Harris, Manager for Staffing and Operations at pharris@odu.edu or 757-683-5131 for questions regarding the automated "paperless" new hire paperwork process or JaRenae Whitehead, Director of Employee Relations and Strategic Initiatives at jwhitehe@odu.edu or 757-683-4564 regarding the two-day orientation model or required enrollment in Supervisor Essentials.

Contributed by: JaRenae Whitehead



AWARDS & RECOGNITION

2019 EOM Recipients

January – Delvina (Dee) Scruggs, Accounts Payable

February – Selena Frelix, Public Safety

March – Rachele (Rae) Smith, Information Technology Services

April – Lori Barrett, Electronic & Computer Engineering

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 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. Human Resources 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 preceding 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](#).

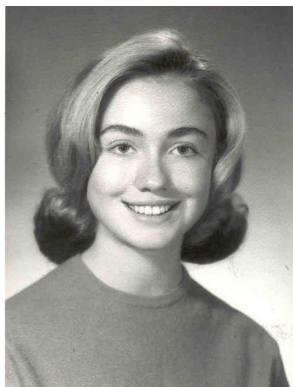
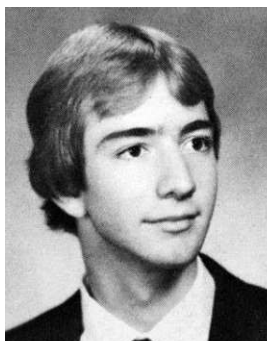
Nominations will remain active for six months from date of receipt in Human Resources.

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: Elle McNair

Guess Who?



Guess Who Answers:

Top Left: Jezz Pezzos (Founder of Amazon)

Top Center: Bill Gates (Founder of Microsoft)

Top Right: Shonda Rhimes (TV Producer, Writer)

Middle Left: Steve Jobs (Co-Founder of Apple)

Middle Center: Martha Stewart (Founder of Stewart Living)

Middle Right: Warren Buffet (CEO of Berkshire Hathaway)

Bottom Left: Hillary Clinton (Politician)

Bottom Right: Barbara Walters (Journalist)

Contact Us

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

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