

ODU Employee of the Month Award Program Implemented

On November 4, 2010, President John Broderick and Glenda Humphreys, Vice President for Human Resources, announced the implementation of the ODU Employee of the Month program. This program recognizes classified and hourly employees and administrative and professional faculty who are nominated by their supervisors or peers.

The first presentation of the Employee of the Month Award was made on November 16 to Donald Nash, Administrative Assistant in the Department of Naval Science. President Broderick presented the award during a surprise visit to Nash's office. Nash was cited for epitomizing Monarch Pride by consistently providing outstanding customer service and a "can do" attitude to the fourth largest Naval Reserve Officer Training Corps Consortium in the nation, serving over 450 students and active duty Navy and Marine Corps personnel. Cmdr. Emilson Espiritu, associate professor of naval science nominated Donald for the award.

On December 14 President Broderick presented the December award to Sue Smith, Office Manager in the Department of Civil and Environmental Engineering. Sue was cited for her outstanding support of students, her personal donation to establish an endowed scholarship for students in the department and for providing the first donation to the ODU/Hampton University Solar Decathlon 2011 team. Sue was nominated by Gary Schafran, Department Chair.

Winners of the Employee of the Month Award receive a bonus award of \$175 for classified employees and AP Faculty winners and \$250 for hourly employee winners. Classified and AP Faculty winners also receive one day of recognition leave. (The cash bonus is higher for hourly employees since they are not eligible to receive recognition leave.) Their names appear on a plaque in the Webb Center – "Hall of Fame." Information about this recognition program and the nomination form are available at <http://www.odu.edu/ao/humanresources/employeeofthemoth.shtml> or you may contact Tony Belk at extension 3046.

Introducing Thasheena Cutno



Please join us in welcoming Thasheena Cutno as Human Resources' newest Training Consultant. Thasheena comes to ODU with over nine years of staff development and training experience.

Her professional experience includes program support, administration, organizational development, coordination and instruction. Thasheena received her Bachelor's in Interdisciplinary Studies (Human Services Management and Psychology Concentration) from Norfolk State University. Thasheena's primary role will be to design, develop and deliver professional development for University employees.

Thasheena can be reached at 757-683-3082 or by email at: tcutno@odu.edu.

Customer Relations Employee of the Year 2010

Donald Nash, Administrative Assistant in the Department of Naval Science, was announced as the 2010 recipient of the Customer Relations Employee of the Year Award at the December 15th recognition luncheon hosted by the Department of Human Resources. A committee consisting of a representative from the President's Office, each Vice President's Division, last year's award recipient, and HACE made the selection from among 15 nominations.

Donald was nominated by his supervisor, Commander Emilson Espiritu, associate professor of Naval Science. Espiritu described Nash "...as an administrative and customer service stalwart." Some notes from his nomination form include the following: "Always thinking of new ideas, he is responsible for the selection of the annual Alumni Association distinct graduate award and luncheon. He personally sought funding and technical expertise to update the NROTC building and he planned and coordinated the installation of the building's first US flag pole. Despite the large number of students, staff and alumni that he serves, his supervisor says that Donald epitomizes the true meaning of Monarch Pride with his daily punctuality, smile and "can do" attitude. As point of contact for the unit and ODU he provides information to countless potential students and parents – and his patience in answering all of their questions about ODU, and campus life has resulted in numerous students choosing ODU. He has a tremendous sense of humor and brings a sense of calm to the office. Every staff member appreciates his enthusiasm and his intuitive and thought provoking-ideas."

Donald was presented with a plaque at the luncheon and received a \$500 bonus and three days of recognition leave.

All the nominees for the award were asked to stand and were recognized at the luncheon. They are:

Barbara **Aultman**, Office of Student Activities and Leadership
Deborah **Bond**, Philosophy Department
Vinecia **Bunch-Goodman**, Political Science and Geography
Tommie **Coppage**, Police Department
David **Corona**, University Libraries
Gayla **Gamble**, Distance Learning
Timothy **Garvin**, Facilities Management
Elaine **Gaskins**, Office of Finance
Sheila **Hegwood**, Mathematics and Statistics Department
Tamora **Park**, Office of Student Activities and Leadership
Suzanne **Parker**, Nursing Department
Brenda **Roth**, Office of Academic Affairs
Travis **Smith**, Police Department
Barbara **Webb**, Teaching and Learning Department

Congratulations to all!

UNIVERSITY STAFF DREAM FUND

We are pleased to announce that funding is available to support the return of the University Staff Dream Fund Program to assist deserving employees in realizing a long-held dream. First launched in 2008, this program, which is privately funded through an endowment, will provide monetary awards up to \$2,000 and up to five days of paid time off each year for a staff member to fulfill a long-held dream – to pursue studies in an area unrelated to work, traveling to another country or visiting family far away, for example. The awards are not intended to address personal hardship situations, emergencies or job-related professional development.

Applications will be reviewed by a selection committee that includes representatives from each vice presidential area, HACE and AUA. In addition, the selection process will also include an interview with the selection committee to give the candidates an opportunity to convey their desire in person. Questions to address at the interview will be provided to candidates in advance. Recipients will be selected on the merits of their requests, their past service and promise of future service. The President will announce the winner in April and funding will be made available in June.

Eligibility: Full-time classified employees and full-time administrative and professional faculty who have worked at the University for a minimum of five years. Applicants must also have satisfactory or higher performance evaluations and no active disciplinary actions. Proposals will be due to the Department of Human Resources by February 25, 2011. A description of the program, including selection criteria and a nomination form, is available on the Human Resources' web site.

<http://www.odu.edu/ao/humanresources/recognition/dreamfund.shtml>

Proposal Packets must contain:

- ◆ Letter stating the dream, the reasons for it and a budget;
- ◆ Letter of support from a direct supervisor indicating the candidate is a valuable and meritorious employee;
- ◆ Letter of support from an Old Dominion colleague;
- ◆ Brief resume;
- ◆ Statement of intent to remain at Old Dominion for the foreseeable future.

Note: Proposals must be received in Human Resources not later than 4:00 p.m. Friday February 25, 2011.

If you have questions or require assistance in completing a submission packet, please contact Tony Belk, e-mail - jbelk@odu.edu or 683-3046 in the Department of Human Resources.



Training and Development

Workplace Bullying: Bullies are not just limited to the playground

Bullies on the job can cause irreparable harm to their colleagues. While violent or vengeful workers occasionally make the news, there are insidious bullies in nearly every workplace, whether co-worker, boss or junior colleague. Their behavior causes other people to suffer shame, humiliation and fear. All of which can affect their non-work life as well as their job performance.

Because bullying has been identified as a contributing factor in the epidemic of violence in organizations across the country, it is important that we are aware of what constitutes bullying behavior and what to do about it. The Department of Human Resources is pleased to offer "**Workplace Bullying: Bullies are not just limited to the playground.**" The program will address such questions as:

- How is workplace bullying different from working with 'difficult people'?
- Why does bullying occur?
- Why is the bully a bully?
- Where does the highest percentage of bullying occur?
- What are some of the top bullying behaviors experienced by targets?
- What should you do if you are the target of a bully?
- What steps should you take if you are the supervisor of someone being bullied?

This program will be offered several times throughout the year. Below is the current **2011 schedule**:

Date	Topic	Time	Webb Room
2/9/11	Workplace Bullying	8:30 – 12:00	Cape Charles
2/22/11	Workplace Bullying	8:30 – 12:00	Cape Charles
8/3/11	Workplace Bullying	8:30 – 12:00	Cape Charles

Inclement Weather Policy

During the winter months, certain weather could result in the University's closing. When the University is closed due to inclement weather or emergencies, only employees designated as essential are required to report to work. Employees should check with their supervisors to determine if they are designated as essential employees.



For more information, please reference the University's Inclement Weather and Emergencies Policy 1020 at: <http://www.odu.edu/ao/polnproc/pdfs/1020.pdf>.

Old Dominion University offers a free emergency alert text messaging system. For more information visit <https://www.odu.edu/oduhome/alerts/alerts.shtml>.

ODU Learning Management System

The Department of Human Resources is happy to announce the availability of its new Learning Management System (LMS) tool, **The Old Dominion University Knowledge Center**. Online courses previously available in the **Commonwealth of Virginia Knowledge Center** such as Terrorism Security Awareness Orientation and Annual Small Purchase Charge Card (SPCC) Cardholder Training are now available in the ODU Knowledge Center at <https://covkc.virginia.gov/odu>.



The new ODU Knowledge Center will allow Human Resources to track and report on compliance with all University, State or Federal required training, as well as the ability to report on a wide variety of training metrics. In addition to the tracking and reporting capabilities, the new ODU Knowledge Center will provide a variety of benefits for the campus community. The ODUKC allows you to:

- Have more control over your course registrations, cancellations, and waitlist options
- Have access to programs when and where you want them by utilizing the internet to access from home, work or any other public computer
- Select programs of interest from a vast array of State sponsored programs, as well as access to ODU specific course content
- Track your completion of courses and print your own certificate (if available for the specified course)
- Complete State required training programs online (ex: Grievance, Workplace Violence, Workplace Harassment, and more)
- Track and print training transcripts, including an option to include training completed outside of the University

This month, you will receive more information about how to register for programs using the ODU Knowledge Center, as well as program descriptions for ODU specific modules. We hope that you will take advantage of the many online programs that will be available to you. If you have questions regarding the new ODU Knowledge Center, please contact: Cheryl Foreman (x4316), cforeman@odu.edu, Ray Gata (x5139), rgata@odu.edu or Thasheena Cutno (x3082), tcutno@odu.edu.

Upcoming Human Resources' Training :

- Leadership Management and Development Certificate Program ([click here to see the schedule](#))
- Supervisor Essentials ([click here to see the schedule](#))

Benefits

Pre-Retirement Seminar

The Department of Human Resources will offer a Pre-retirement Seminar in the Hampton/Newport News Rooms in Webb Center on Monday, February 7th and Tuesday, February 8th. Presentations will include:

- VRS/ORP
- Social Security
- Retiree Health
- Financial Planning for Retirement
- Dealing with the Emotional Side of Retirement

Representatives from our supplemental retirement tax sheltered annuity (403b), deferred compensation plan (457) and cash match provider companies will be available to meet with employees interested in starting a supplemental retirement account or who want more information on supplemental retirement saving/ investing and cash match.

Details will be provided soon so mark your calendars for 2/7/11 and 2/8/11.

2011 Holiday Schedule

Monday	January 17, 2011	Martin Luther King, Jr. Day
Monday	May 30, 2011	Memorial Day
Monday	July 4, 2011	Independence Day Observed
Monday	September 5, 2011	Labor Day
Wednesday	November 23 2011 (1/2 day)	Day before Thanksgiving, close at noon
Thursday	November 24, 2011	Thanksgiving Day
Friday	November 25, 2011	Day after Thanksgiving
Friday	December 23, 2011	Holiday
Monday	December 26, 2011	Christmas Day Observed
Tuesday	December 27, 2011	Holiday
Wednesday	December 28, 2011	Holiday
Thursday	December 29, 2011	Holiday
Friday	December 30, 2011	Holiday
Monday	January 2, 2012	New Year's Day observed

Calendar Year 2011 Supplemental Retirement Plan Employee Contribution Limits

The IRS announced that employee contribution limits will not increase for calendar year 2011.

Employee Tax Sheltered Annuity (TSA/403b) and Deferred Compensation (DCP/401a) contribution limits for 2011 will be:

- \$16,500 for employees age 49 and under
- \$22,000 for employees age 50 and older or turning age 50 in 2011

All employees with the exception of students and graduate teaching and research assistants may participate in a Supplemental Retirement Account. Full and part-time salaried employees are eligible for Cash Match.

Tax Sheltered Annuities (TSA/403b) and/or the Deferred Compensation Plan (DCP/457) are available as funding vehicles for supplemental retirement accounts. Employee contributions to a TSA and/or DCP are pre-tax and earnings are tax deferred. TSAs and the DCP are supplemental, long-term retirement savings/ investment programs. Contributions should be discretionary income intended for retirement; if permitted, withdrawals and loans can be very restrictive. Invest carefully, TSA, DCP and/or Cash Match contributions may be subject to market risks.

TSA/403b enrollment is voluntary. An employee may participate in both a TSA and the DCP.

<u>TSA/403B Company</u>	<u>Agent/POC</u>	<u>Phone</u>	<u>E-mail</u>
Ameriprise Financial	Estelle Jin	(757) 227-5020	weiwei.x.jin@ampf.com
AXA/Equitable	Jim Blassingham	(757) 431-0688	jim.blassingham@axa-advisors.com
Fidelity Investments (**)		(800) 343-0860	
Lincoln	Sherman Katz	(757) 490-3883	Sherman.Katz@LFG.com
MetLife		(757) 382-4100	
TIAA/CREF (**)		(800) 842-2888	
VALIC	Marvin Ball	(757) 284-1633	marvin.ball@aigretirement.com
State's DCP/457 Provider Adminstrated by ING		(877) 327-5261 www.varetire.org	

(**) Fidelity and TIAA-CREF and the State's DCP do not have local representatives/agents. If you select Fidelity or TIAA-CREF, do not contact Fidelity or TIAA-CREF for enrollment material, contact the University's Benefits Office (757) 683-3051 or chollemb@odu.edu for an enrollment kit and enrollment instructions. For the DCP contact ING. If you select a provider that has a local representative/agent (757 area code), contact the agent for information and to enroll.

The University will partially match contributions to a TSA or the DCP. Effective 7/1/10, the maximum match is \$10.00 per payday. To receive the \$10.00 match you must contribute \$20.00 per payday to a TSA or the DCP. If you contribute less than \$20 the match will be 50% of your contribution. Minimum contribution is \$10.00 to qualify for the minimum match of \$5.00. Cash Match is limited to a TSA or the DCP; an employee may not receive multiple Cash Match contributions.

The 10 best ways managers can build employee trust

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Surveys consistently show that lack of trust in management is one of the main reasons employees disengage from their work and seek jobs elsewhere.

Earning employees' trust is a key part of being a successful leader. In the long run, it's difficult—if not impossible—to be an exceptional manager without employee trust.

The problem: Many employees are predisposed to mistrust managers, often because of bad experiences with bosses at other jobs.

Leaders can't buy loyalty; they have to earn it. So here are 10 ways managers can work to earn trust from their employees:

1. Speak and act with consistency. Employees look for management inconsistencies. So do what you tell employees you will do. Inconsistent words and actions create an impression of unpredictability.

2. Don't live in your office. You may feel you're too busy to communicate, but the resulting aloofness can breed suspicion and distrust.

Silence from a manager typically leads to uncertainty. And uncertainty creates a void. Unless a manager fills that void with clear communication, employees will assume the worst. Negativity and rumors will fill in the gaps.

Advice: Don't let your busy schedule get in the way of talking to your team. Make communicating with employees a top priority each day.

Walk around and talk to employees on their "turf." It will help you become more approachable. Don't ask employees to meet in your office only to resolve problems.

3. Be honest. Don't hold back information that the company entitles employees to know. Don't start to explain something to employees and hesitate or stop. If you can't answer a question, then explain why. Employees share stories and perceived dishonesty can become part of institutional memory.

4. Share your vision. It's not enough to just be optimistic. It's better to give your team something to be optimistic about. Share with employees your big-picture goals for them and the department. And constantly reiterate what it will take for both to be successful.

5. Solicit feedback. Employees tend to trust managers who value input from subordinates. Create an environment in which employees feel free to voice their opinions. Listen patiently to employees and implement suggestions that increase efficiency and productivity.

6. Involve employees in decision-making. When workers have input on both the big and small decisions, they'll feel more a part of the team and, thus, more trusting of the organization.

7. Be fair. It's human to like some people more than others. However, recognize your feelings and don't let them influence how you manage, evaluate and communicate with employees.

8. Acknowledge their lives outside the office. Managers who get to know the person—not just the employee—have an easier time gaining the respect and trust of their workers. Know their hobbies, names of their family members and favorite sports teams.

9. Admit obvious mistakes. Silently ignoring or covering up errors damages trust more than admitting them.

10. Criticize privately. Allow employees to make mistakes without being humiliated. Offer constructive criticism in one-on-one meetings, not in front of others. Otherwise, employees may feel vulnerable to receiving criticism any time in any setting.

Finally, trust your employees. It encourages them to trust you in return.

The benefits of a trusting workplace

According to employees, here are the top five most positive outcomes for organizations when employees trust their bosses:

Morale	55%
Teambuilding/collaboration	39%
Productivity/profitability	36%
Ethical decision-making	35%
Willingness to stay with the company	32%

Source: Deloitte 2010 Ethics & Workplace Survey