

## Benefits Fair

BENEFITS INFORMATION, PRIZES AND FUN!!!

WHO IS INVITED? Full Time, Adjunct, Administrative and Professional Faculty and Classified Employees



WHEN: Wednesday, October 26<sup>th</sup>

TIME: 7:30 AM – 3:00 PM

WHERE: Hampton/Newport News Rooms in Webb Center

Please come visit our 15th Benefits Fair and register for one of the great prizes, meet with the vendors, ask questions, pick up information and grab some freebies. Door prizes will be raffled throughout the day.

## Friendly Reminder

Position description-performance plans for all classified employees should be certified for the new performance cycle via **PAPERS** by **December 1, 2011**. This is also a good time for managers to review the telework eligibility for each of their positions to determine if the current telework designation is still appropriate.

Step-by-step instructions for the Certify Process (ODU Certifying a Position Description SUPERVISOR'S GUIDE)



Position  
Action  
Performance  
Evaluation &  
Recruitment  
System

are available on the [HR web page](#) under the **PAPERS** logo. If you need assistance with the Certify Process, please contact Nadine Faulcon-Johnson, Director of Total Compensation and Staffing, at extension 3-3067. If you need assistance regarding telework eligibility, please contact Pamela Harris, Staffing and

Operations Manager, at extension 3-5131.

**NOTE: Human Resources will charge a \$50.00 Fee to the department for each Position Description/ Performance Plan that is not certified/submitted to Human Resources via **PAPERS** by the December 1<sup>st</sup> deadline.**



**We** are happy to introduce **David Hawkins** as the newest member of the Human Resources team. David will serve as Compensation Analyst and will be responsible for providing classification and compensation services to the University community.

David comes to us from the City of Newport News where he was employed as a Human Resources Specialist. David has over twelve years of human resources experience and a Master's degree in Public Administration.

David's office is located in Human Resources Building I. Please join us in welcoming David to the ODU family.

## HR Forms

Please visit the Human Resources website to obtain [forms](#) because they may have been revised since you last used a particular form.

## University Employee of the Month

*Attention supervisors!* During the evaluation process that is underway until October 25, you are reviewing and recapping the successes and accomplishments of the classified employees in your department. This might be a good time to note those contributions to your work unit in a nomination for Employee of the Month!! Nominations are considered and one employee is selected each month. Those selected are awarded \$175, a day of bonus leave and a framed certificate noting their award. Instructions and nomination forms can be found at: [www.odu.edu/ao/humanresources/employeeofthemoth.shtml](http://www.odu.edu/ao/humanresources/employeeofthemoth.shtml). Please contact Tony Belk at extension 3-3046 with questions.



### 2012 Holiday Schedule

Monday	January 2, 2012	New Year's Day Observed
Monday	January 16, 2012	Martin Luther King, Jr. Day
Monday	May 28, 2012	Memorial Day
Wednesday	July 4, 2012	Independence Day
Monday	September 3, 2012	Labor Day
Wednesday	November 21, 2012	Day before Thanksgiving, <b>4 hours (close at noon)</b>
Thursday	November 22, 2012	Thanksgiving Day
Friday	November 23, 2012	Day after Thanksgiving
Monday	December 24, 2012	Holiday
Tuesday	December 25, 2012	Christmas Day observed
Wednesday	December 26, 2012	Holiday
Thursday	December 27, 2012	Holiday
Friday	December 28, 2012	Holiday
Monday	December 31, 2012	Holiday
Tuesday	January 1, <b>2013</b>	New Year's Day observed

### Physical Requirements Worksheet

In order to comply with the requirements of the Americans with Disabilities Act, position descriptions must identify the essential job functions, and the physical and mental requirements needed to perform the essential functions of the job.

The Physical Requirements Worksheet will assist supervisors in determining the type and level of physical requirements required for positions. Supervisors should review these requirements 1) prior to positions being advertised, 2) as part of the Certify process and 3) when positions are submitted for a classification review.

Supervisors should ensure that each of the responses in the Physical Requirement Worksheet is completed accurately in that the information in this form is utilized as part of the Return-to-Work process and possibly ADA accommodation requests.

Please contact Nadine Faulcon-Johnson, Director of Total Compensation and Staffing, at extension 3-3067 regarding questions or assistance needed in completing the Physical Requirements Worksheet.

## Emergency Closings and Essential Personnel

Each year, the University is impacted by serious weather challenges such as hurricanes, heavy rain and flooding, power outages, snow and ice. When the University is required to close due to these situations, numerous employees in several departments are tasked with reporting to work to address the results of the bad weather or other emergency. The University is grateful to these employees and understands the hardship that they may experience leaving their own homes and families to come to work. These employees often work long hours under very challenging and uncomfortable conditions. The University's designated essential personnel are key to our successful recovery from the emergency conditions and the resumption of our services to students.

ODU Policy 1020 and The Department of Human Resource Management (DHRM) Policy Number: 1.35 - Emergency Closings define the term "designated employees" and describe how employees are compensated for their work during emergency closings. University management determines which positions are "designated" based on the functions of the positions and the need for those functions during an emergency closing. Employees are notified by their supervisor about their status as designated essential personnel. These policies can be found at: [www.odu.edu/ao/humanresources/policies/inclementweather.shtml](http://www.odu.edu/ao/humanresources/policies/inclementweather.shtml) and <http://www.dhrm.state.va.us/hrpolicy/web/pol135.html>.

## 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 "designated" employees are required to report to work.

Employees should check with their supervisors to determine if they are designated as essential employees.

**Old Dominion University Contact Points:** [www.odu.edu](http://www.odu.edu) | Campus Operator—683-3000

### Television Stations

WTKR (CBS) 3  
WAVY (NBC) 10  
WVEC (ABC) 13  
WHRO (PBS) 15

### Radio Stations

WHRV-FM 89.5	WNSB-FM 91.1	WNOR/WAFX FM 99	WNVZ-FM Z104
WTAR-AM 790	WPCE-AM 1400	WCMS-FM & AM 100.5	WPTE-FM & AM 94.9
WKOC-FM 93.7	WTJA-AM 1270	WWDE-FM 101.2 2WD	WJCD, WOWI, WSVY -103 JAMS
WNIS-AM 850	WHOV-FM 88.1	WGH-AM ESPN 1310	WROX-FM96.1
			WFOG-FM 92.9

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>.

## Classified Employee Evaluations Completed

Congratulations to the first four supervisors who submitted classified employee evaluations to HR in the 2011 evaluation cycle! Thanks to the employees and reviewers for their collaborative and timely participation which also contributed to the successful completion of the evaluations!

**Alicia Herr**, Chemistry/Biochemistry  
**Scott Harrison**, Student Affairs  
**Jen-Kuang Huang**, Engineering  
**Glenn Bunton**, Library

*Congratulations!*

October 25 is the deadline for submitting evaluations to HR in **PAPERS**. Please call Kathy Williamson (3-4564) or Tony Belk (3-3046) if you have questions or need assistance with this important process.



## Workplace Injuries

Injuries sustained in the workplace are taken seriously by the University. It is important that all work-related injuries are reported in a timely manner and the proper paperwork completed and filed as soon as possible. Failure to properly report a work-related injury has potential ramifications that could affect the employee, the department, and the University as a whole. Please ensure that your employees are familiar with proper accident/injury reporting procedures.

If your employee reports a work-related injury to you:

- Present the employee with the Human Resources Employee Accident Report for **immediate** completion by the employee and supervisor signature. The accident report is located on the ODU Human Resources website at: <http://www.odu.edu/ao/humanresources/forms/wc1.pdf>.
- Ensure that the injured employee selects a panel physician for medical treatment, even if medical treatment is not necessary at that time. Upon completion, the accident report form should be **immediately** forwarded to Megan Alston in the Department of Human Resources.
- Please be aware that these procedures apply to **ALL** employees: hourly, classified, faculty, and student workers (non-work study).

Questions regarding work-related injuries and reporting procedures should be directed to Megan Alston, Absence Programs Coordinator, in the Department of Human Resources at 3-4196 or [malston@odu.edu](mailto:malston@odu.edu).

## Spring 2012 Tuition Assistance

The Spring 2012 Tuition Assistance application deadline is: **5:00 pm, Thursday, December 1<sup>st</sup>**.

A completed application **with proof of registration** must be received by the Department of Human Resources prior to the application deadline.

Spring Tuition Assistance is available for eligible Classified, Hourly, Faculty and Administrative & Professional Faculty employees and their eligible spouses and dependents.

The current income cap for Tuition Assistance programs eligibility is \$89,000.

For information on eligibility, maximum credit hours of assistance and program specifics, please read the policy at: <http://www.odu.edu/ao/polnproc/pdfs/6400.pdf>.

Applications are available on the Human Resources forms page at: [http://forms.odu.edu/show\\_dept.php?dept=hr](http://forms.odu.edu/show_dept.php?dept=hr).

For planning purposes, the Summer 2012 application deadline for eligible employees is Tuesday, May 1, 2012 at 5:00 p.m. The Tuition Assistance Program for dependents and spouses is not offered during the summer semester.

If you have any questions regarding the Tuition Assistance Program, please contact Melanie McNall at 683-4237 or by email at [mmcnall@odu.edu](mailto:mmcnall@odu.edu).

The Old Dominion University Department of Human Resources is excited to announce that eligible employees and family members will have the opportunity to receive free flu shots this year at the Benefits Fair on October 26th. All full time employees and family members 18 years of age and older enrolled in State Health Benefits are eligible.

**Participants must present their Member ID card at the time of vaccination.**

The vaccination will be administered in your arm. Please be sure to dress appropriately in a loose fitting long sleeve or short sleeve shirt or blouse.



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