"But the true nature of the human heart is as whimsical as spring weather. All signals may aim toward a fall of rain when suddenly the skies will clear." - Maya Angelou
ANNUAL LEAVE POLICY AMENDED
CLASSIFIED EMPLOYEES ONLY

Effective January 10, 2023, in support of the Commonwealth of Virginia’s commitment to recruit and retain veterans, the Virginia Department of Human Resources Management has amended the annual leave policy to adjust the annual leave accrual rate based on prior state service and a veteran’s service in the military, National Guard or Reserve.

HR has revise your adjusted service date based on the total years of service from the DD214 or other documentation provided. This change may or may not affect your annual leave accrual rate and maximum carryover amount.

Example: Veteran was hired 2 years ago with no previous state service and has 20 years of service in the military.
- Their current accrual rate is 4 hours of annual leave per pay period (under 5 years).
- Their new accrual rate will be 8 hours of annual leave per pay period (20 – 24 years).

Please refer to the Leave Table to see the accrual rate and maximum carryover amount.

Retirement Credit for Military Service
The Virginia Retirement System (VRS) permits employees to purchase certain kinds of prior service for credit towards retirement benefits. These include periods of previous state classified service that the employee “cashed out” upon separation from state employment; wage service with a state agency; and service at certain other government entities, including the military.

The agreement is between the employee and VRS.

If you have not been contacted by us regarding this amendment, please contact:

Pam Harris
Recruitment & Employment Manager

757-683-5131
pharris@odu.edu

SPOTLIGHT ON LEAVE
MILITARY LEAVE

The military leave days has changed from 15 to 21 days per federal fiscal year (October 1 – September 30).
An employee is responsible for providing advance notice and written notification of their intent to resign to their supervisor as soon as the decision has been made to separate from University employment. The written notification should provide an explanation for the resignation and must state the effective date of separation.

Reasonable advance notice of resignation for classified and wage employees is at least two weeks or longer for professional level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave the University. Typically, one month prior to the effective date of the resignation, is the minimum acceptable notice for A/P Faculty.

Supervisors are responsible for immediately notifying Human Resources concerning the resignation or termination of faculty and staff. Notification to Human Resources and/or completion of the **Electronic Pay Action Form (EPAF)** (for wage employees only) must occur no later than one business day upon receipt of this information.

Also, the EPAF must be approved by the departmental budget unit director within one business day of receipt to be routed to us for approval in a timely manner.

It is imperative the above procedures be followed in order to ensure the timely processing of separations which:

- ensure accurate compensation computation and disbursement
- ensure accurate reporting
- ensure timely completion of the separation task list
- facilitate the timely processing of final pay actions
- protect and account for University property
- provide faculty and staff with an opportunity to exercise appropriate benefit options

According to the Affordable Care Act regulations, when a full-time and quasi full time (work at least 32 hours per week) employee separates, they cannot be rehired 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, Recruitment and Employment Manager, at 683-5131 or by email at pharris@odu.edu.
WEB TIME ENTRY (WTE) FOR TEACHING & RESEARCH FACULTY

The following procedures apply to full-time teaching and research faculty on ten-month or twelve-month contracts in the Virginia Sickness and Disability Program (VSDP).

VSDP LEAVE REPORTING PROCEDURE

1. VSDP provides eligible faculty who participate in the Virginia Retirement System with sick leave. The amount of sick leave allotted is based on years of service.

2. VSDP also provides an allocation of family/personal leave for absences due to illness, death of a family member, or for other personal reasons.

3. Faculty in VSDP are to report sick leave and family/personal leave according to the requirements of the VSDP. Leave is reported in one-hour increments.

4. Sick leave and family/personal leave taken will be entered on a pay period basis in Banner Web Time Entry (WTE) by the established payroll deadlines.

5. If you do not take any leave, you must still complete a leave report each pay period.

6. Each supervisor is responsible for monitoring compliance with the University’s policies and procedures and ensuring the submission and approval of each faculty member’s leave report in WTE when leave is used.

7. Sick leave is subject to verification. Family and Medical Leave may run concurrently, if applicable.

8. Please refer to the VSDP Handbook for Participants or access Human Resources’ VSDP web page for policy, procedure and reporting requirements concerning VSDP.

For further information, please see the following link.

https://ww1.odu.edu/finance/payroll/web-time-entry/types
UPDATE YOUR VRS BENEFICIARIES

VRS pays benefits according to the latest beneficiary designation in your record.

NAME BENEFICIARY
For more information, visit Naming a Beneficiary.

CHANGE BENEFICIARY
Log in to your myVRS account and select manage beneficiaries under the Manage My Benefits tab.

NEED ASSISTANCE?

Call 888-827-3847
Select Option 3

UNCLAIMED PROPERTY DIVISION

DO YOU HAVE MONEY WAITING FOR YOU?

Did you know the Virginia Department of Treasury has a division dedicated to help you find unclaimed money?
The Unclaimed Property Division is a state division which receives funds and property turned over by various companies when they lose track of the rightful owners. The division works hard to get these unclaimed monies back to the citizens of Virginia.

Find out at www.vamoneysearch.gov
OPEN ENROLLMENT

Annual Health Insurance & Flexible Spending

MAY 1-15, 2023

Changes made during open enrollment will take effect July 1, 2023. All Open Enrollment changes and elections must be made through Cardinal Employee Self Service (ESS) Please make sure that you register and set up your Cardinal account so that you will be able to make your election changes.

To access your Cardinal Employee ID:
- Go to Leo Online
- Go to Leo Online News and Secure Area
- Click the key icon to enter secure area
- Enter your Midas ID and Password
- Complete the push notification
- Select Personal Information
- Select View University and MIDAS Identification Numbers

You must re-enroll each plan year to participate in the Flexible Spending Accounts. They do not automatically rollover.

Questions?
Contact your Benefits Specialist by calling 757-683-3042 or by email at benefits@odu.edu.
**THE FAMILY AND MEDICAL LEAVE ACT (FMLA)**

*Effective January 10, 2023 the University’s method for calculating the 12-month period changed from a fixed 12-month period using the Leave Year to a “rolling” 12-month period.*

What does this mean?

- A rolling 12-month period looks back to the previous 12 months prior to the requested period of FMLA leave in determining the number of Family Medical leave hours available.
- The amount of FMLA leave available to the employee is determined by the amount of FMLA taken during the previous 12-months. Each time an employee uses FMLA, the remaining unused balance of the 480 work hours is adjusted.
- Employees who are currently on approved FMLA leave during the current Leave Year (prior to January 10, 2023) will continue to be in a certified and approved status through the end of the FMLA event.

*Effective January 25, 2023 employees on approved FMLA will complete their timesheet using designated FMLA codes via web time entry.*

**THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM) UPDATED POLICY CAN BE FOUND AT POLICY 4.20 – FAMILY AND MEDICAL LEAVE**

**QUESTIONS? CONTACT BENEFITS@ODU.EDU**
Human Resources Forms

Human Resources forms may have changed since you last used the one saved in your directory. Please make sure to check the HR website for the most recent form.

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 (WTE) (which could affect the employee accessing their timesheet/leave report and being paid), performance management workflow and the separation workflow.

When a change occurs, please complete the online computer request for the new supervisor to receive WTE approval access. Once the access is approved, send us the name (s) and UIN of the employee (s) and the new supervisor name and UIN.

Documentation

Sent to Human Resources

When submitting documentation to Human Resources, please include your UIN.
Salary negotiations must be approved by the Vice President and Human Resources before offering a candidate a salary different than the salary that was originally approved.

It is the University’s long-term practice to have the offer letters for classified and AP faculty generated by Human Resources. This practice ensures timely processing and promotes a smooth onboarding experience for the new hire.

HIRE VETS NOW FELLOWSHIP PROGRAM

Are you interested in creating a new talent pipeline in your area? Old Dominion University is now a proud participating employer of the Hire Vets Now Fellowship Program (HVNFP).

In this program, service members participate in an internship for up to six months prior to separation from the military.

Making an effort to recruit and employ veterans is a great way to benefit from the knowledge and skills that come along with experience in the military.

Interested? Nadine Faulcon-Johnson, Director of Total Compensation & Staffing
nnfaulcon@odu.edu

BENEFITS

THERE IS NO COST TO ODU!

APPROVED DEPARTMENT OF DEFENSE (DOD) SKILL BRIDGE PROGRAM.

DOD CONTINUES FULL PAY AND BENEFITS DURING THE INTERNSHIP.
Based on the feedback we received from the university community, the Department of Human Resources (HR) is excited to announce changes to recruitment processes for classified and A/P Faculty positions.

Below are just a few of the changes to these processes:

- For A/P Faculty recruitments, the minimum advertising period is now 5 days versus 14 days.
- Campus interviews may be conducted in-person or virtually provided there is consistency within the recruitment.
- Phone interviews are no longer required for A/P faculty recruitments; however, they are not discouraged.
- Similar to A/P Faculty recruitments, HR will no longer review the interview questions for classified recruitments.
- Hiring managers can also serve as the search chair.
- A new degree verification is not required if there is one on file with HR.
- Interview schedules are no longer required to be submitted to HR.

Please visit the Department of Human Resources website to view the revised procedures which encompass the changes.

The Department of Human Resources will continue to conduct periodic post-audits of departmental recruitment folders and review recruitment documentation for active recruitments, as necessary.

As we continue to improve our processes, we welcome any additional suggestions or feedback. Please feel free to submit any questions or suggestions to HRRecruitemts@odu.edu.
Old Dominion University has been recognized in the 2022 Healthiest Employers of Virginia; an awards program created to honor people-first organizations that prioritize the well-being of their employee population. ODU was recognized because of our commitment to workplace wellness and our exceptional health and benefits offerings.

A three-day progressive training course offering supervisors of classified employees experiential learning opportunity to build knowledge, skills, and abilities as a supervisor.

**Course Includes:**
- Overview of State & University Policies
- Performance Management
- Progressive Discipline
- Grievance Process and more...

**QUESTIONS?**

**CONTACT:**
Brian Jackson
Employee Relations Manager
bjackso@odu.edu

**Quarterly Schedule**
- June 21-23
- September 20-22
- December 6-8

Course runs from 9:00 AM-4:00PM daily