

OLD DOMINION UNIVERSITY

# CLASSIFIED EMPLOYEE

HANDBOOK



DEPARTMENT OF HUMAN RESOURCES  
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NORFOLK, VA 23529

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## OVERVIEW OF THE UNIVERSITY

### MISSION

Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a dynamic public research institution that serves its students and enriches the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement.

### VISION STATEMENT

Old Dominion University will be recognized nationally and internationally as a forward-focused metropolitan university with a collaborative and innovative approach to education and research that spurs economic growth, focuses on student success, engages civic and community partners, and uses its connections with the military and maritime industries and its exceptional strengths and leadership in related areas to provide practical solutions to complex, real world problems.

### ABOUT THE UNIVERSITY

Old Dominion University, located in Norfolk, is Virginia's forward-focused public doctoral research university with more than 24,000 students, rigorous academics, an energetic residential community, and initiatives that contribute \$2.6 billion annually to Virginia's economy.

For more information about the university, visit the university's website at: <http://odu.edu/fusion/about/>

### EQUAL OPPORTUNITY STATEMENT

It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race (or traits historically associated with race including hair texture, hair type, and protective hair styles such as braids, locks, and twists), color, religion, sex, or gender (including pregnancy, childbirth, or related medical conditions), national origin, gender identity or expression, age, veteran status, disability, political affiliation, sexual orientation, or genetic information. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

The Office of Institutional Equity and Diversity implements and coordinates the university's Affirmative Action Plan; monitors the university's diversity and inclusion policies, practices, and procedures; assists in the resolution of equal opportunity related complaints; and provides education and training on equal opportunity related topics to university staff, faculty, and students. For more information on equal opportunity, visit the Office of Institutional Equity and Diversity's web page at <https://www.odu.edu/equity>.

### ORGANIZATION CHART

For more information about the organization chart, click the link to the university's organizational chart: <http://www.odu.edu/oduhome/orgchart.pdf>

### CLASSIFIED EMPLOYMENT

A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq.](#)

## PROBATIONARY PERIOD

For more Information regarding the Probationary Period Policy and Procedure, please click the link below:

See DHRM's Policy 1.45 Probationary Period: [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_45probation.pdf?sfvrsn=f0c90a12\\_2](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_45probation.pdf?sfvrsn=f0c90a12_2)

## CHANGING JOBS AT THE UNIVERSITY?

For more information, go to <https://jobs.odu.edu> to learn about the university's vacant positions.

Recruitment Management System (RMS) is the Commonwealth of Virginia's listing of announcements for current statewide employment opportunities. The list of job announcements at <https://virginiajobs.peopleadmin.com> is updated daily.

The employee's supervisor does not need to approve the application; however, open dialogue about career aspirations are encouraged.

Employee will be subject to a fingerprint-based criminal background check when applying for a position that is designated as a sensitive position.

## RELEASE OF INFORMATION

It is the policy of Old Dominion University to comply with the provisions of the Virginia Freedom of Information Act and the Privacy Protection Act.

See the university's Freedom of Information Act Policy: <https://www.odu.edu/about/policiesandprocedures/foia>

## COMPENSATION

### UNIVERSITY SALARY ADMINISTRATION PHILOSOPHY

Old Dominion University's compensation philosophy for classified employees is to provide total compensation sufficient to encourage excellence in performance and to maintain the labor market competitiveness necessary to attract and retain a competent and service-oriented work force.

Underlying this philosophy are the following principles:

- Provide more flexible base pay systems that link employee performance to university and department mission and objectives.
- Establish total compensation that is competitive with the labor market; and to focus on the value of total compensation, which includes base salary and non-salary benefits such as health care, retirement, life insurance, disability insurance and paid time off.
- Encourage employees to make a performance difference either individually or through teams where results and outcomes are valued and rewarded.

The university will administer its compensation program in a manner consistent with its mission, goals, and business objectives. The objectives of the university's salary administration plan are:

- To attract qualified employees;
- To retain qualified employees;
- To reward employees for sustained high performance;
- To support management in the realization of organizational objectives;
- To be market responsive and fiscally responsible;
- To assure that comparable jobs are valued with similar methodology and assigned to the same role;
- To promote employee focus on university and work unit missions and outcomes;
- To be administratively efficient and responsive to organization changes;
- To be easily understood and communicated.

## JOB ORGANIZATION AND SALARY STRUCTURE

The Compensation Management System includes a consolidated job organization structure and a banded salary structure. The job organization and pay band salary structures incorporate the wide variety of work performed by the Commonwealth's classified employees.

### JOB ORGANIZATION STRUCTURE

The job organization structure is arranged into Occupational Families, Career Groups and Roles. Career Groups and Roles are described in Career Group Descriptions which are available at the Commonwealth's Department of Human Resources Web page at <https://www.dhrm.virginia.gov/jobs-and-careers/jobs-and-salary-structure>

### SALARY STRUCTURE

#### Pay Bands

The salary structure consists of nine pay bands with open ranges (no steps). These pay bands have established minimum and maximum salaries. The current pay band structure is available at: <https://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/salarystructuresjune102021.pdf>.

## PAY PRACTICES

An individual's pay is influenced by factors such as external labor markets, internal equity, sustained employee performance, importance of the position to the department, and availability of financial resources.

In determining salaries, university management must take the following pay determination factors into consideration:

- |                               |  |
|-------------------------------|--|
| • Agency Business Need        | • Knowledge, Skills, Abilities, Competencies |
| • Duties and Responsibilities | • Work Experience and Education              |
| • Performance                 | • Internal Salary Alignment                  |
| • Market Availability         |  |

- Current Salary
- Total Compensation
- Long -Term Impact
- Training Certification and License
- Salary Reference Data
- Budget Implications

See DHRM’s Policy 3.05 Compensation: [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol3\\_05compensation.pdf?sfvrsn=2](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol3_05compensation.pdf?sfvrsn=2)

## CHILD SUPPORT WITHHOLDING

All new employees are required by Virginia law to disclose whether they are subject to an income withholding order for child support. If an employee is subject to an income withholding order, the university is required to withhold wages according to the terms of the order. The university is authorized to charge a service fee of \$5.00 per remittance of child support payments. All new employees must complete the Child Support Disclosure Form. Falsification or material misrepresentation in the completion of the form may subject the employee to immediate termination.

## OVERTIME COMPENSATION

The federal Fair Labor Standards Act (FLSA) requires that State employees (except those considered exempt from the law) be paid one and one-half time their usual hourly rate for any hours worked in excess of the standard 40-hour work week or receive overtime leave at a rate of one and one-half hours for each overtime hour worked. All university employees are classified as "exempt" or "non-exempt" which establishes eligibility for overtime compensation under the FLSA. Non-exempt employees are typically assigned to positions in pay bands one through three. Exempt employees are not subject to the guidelines of FLSA and usually hold management or professional positions.

See the university’s Hours of Work Policy: <https://www.odu.edu/about/policiesandprocedures/university/6000/6200>

## HOLIDAY PAY POLICY

The University holiday schedule is based on the number of holidays granted by the state each year. In order to accommodate the academic calendar, some state holidays may not be observed on the actual date. The Old Dominion Department of Human Resources publishes the observed holiday calendar annually.

See the university’s Hours of Work Policy: <https://www.odu.edu/about/policiesandprocedures/university/6000/6200>

## SALARY INFORMATION

### PAYMENT SCHEDULE

Classified employees are usually paid on the 1<sup>st</sup> and 16<sup>th</sup> of each month. If payday falls on a weekend or holiday, payday is typically the last workday before the weekend or holiday. Employee pay stubs are available on LEO Online.

### DEDUCTIONS

The following items must be deducted from an employee's pay: Social Security (FICA), federal withholding tax, state withholding tax and the Virginia Retirement System.

Employees may also have premiums for optional benefits deducted from their pay.

## LIENS AND GARNISHMENTS

Tax liens and garnishments must be honored in accordance with the state garnishment law and the federal Wage Garnishment Act. A garnishment or lien is the result of a legal procedure through which part of an employee's salary is required to be withheld for the payment of a debt.

Federal and state laws prohibit the discharge of any employee because their earnings have been subjected to garnishment for any indebtedness.

In accordance with current law, a fee is charged to the employee for the costs associated with the collection and disbursement of garnishments, tax liens and child support orders. The fees apply to both full and part-time employees. Contact the Payroll Office for additional questions.

## DEBTS TO THE UNIVERSITY

Employees are required to pay any debts owed to Old Dominion University in a timely manner. As a condition of employment, new hires are required to sign a statement authorizing the deduction from any amounts due them to pay off debts. Employees who resign with unpaid debts to the university may also have their leave payouts reduced to cover the debts. The Payroll Office will notify employees if these actions are taken.

Administrative debt set-off may also apply against state taxes.

## HOURS OF WORK

### WORK SCHEDULE

Full-time classified employees are required to work 40 hours per week. The standard university work week begins at 12:01 a.m. on Sunday and ends at midnight on the following Saturday. Normal university business hours are 8 a.m. to 5 p.m., Monday through Friday. Employees working in certain activities (library, public safety, facilities management, and athletics) may work nonstandard shifts or work weeks. Exceptions to the standard work week may be requested to and approved by the Department of Human Resources.

See the university's Hours of Work Policy: <https://www.odu.edu/about/policiesandprocedures/university/6000/6200>

### ALTERNATE WORK SCHEDULES

Alternate work hours may be necessary in some instances to provide effective services to the university community. As far as practicable, the university also tries to provide employees with a work schedule that is flexible enough to allow an opportunity to balance work and family or personal responsibilities. Managers have the authority to approve alternate work schedules and must submit the alternative work schedule form to Human Resources.

See the university's Alternate Work Schedule Policy: <https://www.odu.edu/about/policiesandprocedures/university/6000/6201>

## TELEWORKING

Teleworking permits management to designate employees to work at alternate work locations for all or part of their workweek as a means of achieving administrative efficiencies, reducing traffic congestion and transportation costs, supporting continuity of operations plans, meeting critical skill-based talent needs, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance.

See the university's Telework Policy 6202 at <https://www.odu.edu/content/dam/odu/policies/university/6000/univ-6202.pdf>.

## INCLEMENT WEATHER AND EMERGENCIES

Inclement weather and emergencies can occur that may affect Old Dominion University during hours of normal business operations. With that, the University has established guidelines and procedures for closures due to inclement weather and emergencies.

See the university's Inclement Weather Policy 1002: <http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1020.pdf>

## TIME CHANGES

**Daylight-Saving Time Changes to Eastern Standard Time** – Non-exempt classified employees on duty when Daylight- Saving Time changes to Eastern Standard Time will receive one hour overtime pay or be awarded one hour of overtime leave for the extra hour worked during the fall transition. (These employees are entitled to overtime on the basis of total hours for the work week, including the extra hour worked during the time change). Budget Unit Directors may elect to adjust evening shifts to eight actual work hours.

**Eastern Standard Time Changes to Daylight-Saving Time** – Non-exempt or exempt classified employees who work during the period when Eastern Standard Time changes to Daylight- Saving Time receive eight hours pay for the actual seven hours worked during the spring transition and must account for the lost hour either by using accumulated leave or working the hour at another time during the same work week.

## CALL-BACK PAY

Non-exempt employees returning to work at the explicit direction of management during non-scheduled work hours for emergency purposes will be paid a two-hour call-back minimum. This provision does not apply to designated personnel reporting to work during inclement weather or emergency closings, except in situations where an employee is called back to work to take care of an emergency after being released from work during an inclement weather or emergency closing.

- The two-hour call-back pay minimum is based on the employee's straight time rate; however, the actual rate paid will be based on the rules governing non-exempt employee overtime pay and additional straight time pay.
- Compensation for call-back pay begins when the employee is contacted by management to return to the university.
- The two-hour minimum call-back pay does include transit time to and from the university.
- The two-hour call-back minimum may be applied more than one time on a given day if an employee is called in more than one time.

Exempt employees are not normally authorized minimum call-back pay. However, under unusual conditions, compensatory leave may be granted following the guidelines and procedures established for exempt employee compensatory leave.



## LEAVES OF ABSENCE

All leave time must be earned before an employee uses it. An employee is credited with annual leave at the end of each completed pay period of service. If an employee is not in the Virginia Sickness and Disability Program, they're also credited with sick leave at the end of each completed pay period. Sick and annual leave earned are not available for use until the first day of the following pay period. (An employee does not earn leave time for a pay period if they begin employment or return from leave without pay after the first day of the pay period.)

Sick leave for employees who were hired on or after January 1, 1999, and those who opted to participate during open enrollment, fall under the guidelines of the Virginia Sickness and Disability Program.

Annual and sick leave are not earned during a pay period when an employee uses more leave than they have balances to cover. When an employee uses more leave than they have earned, the Payroll Office is required to reduce their pay for the amount owed.

Employees are responsible for recording any leave taken during a pay period by using Web Time Entry. An employee's supervisor is responsible for approving the Web Time Entry and sending it to the Payroll Office by the appropriate deadline each pay period.

It is a violation of the Standards of Conduct to falsify, alter or deliberately fail to submit a Web Time Entry or manual timesheet.

Leave balances are accessible through LEO Online (<https://www.leoonline.odu.edu/>).

### ANNUAL LEAVE

The annual leave policy allows all full-time classified employees to accrue annual leave at rates that correlate to the employee's years of service. Part-time classified employees receive annual leave on a prorated basis. Annual leave balances may be carried over up to the maximum carry over limit per leave year (January 10 - January 9 of the following year).

The following chart shows the number of hours accrued and the maximum accrual rates (for full-time classified employees) based on years of service:

Years of Service	Hours Earned Per Pay Period	Maximum Carryover Limit	Maximum Payment Limit
up to 5 years	4 hours	192 hours	192 hours
5 through 9 years	5 hours	240 hours	240 hours
10 through 14 years	6 hours	288 hours	288 hours
15 through 19 years	7 hours	336 hours	288 hours
20 through 24 years	8 hours	384 hours	336 hours
25 years and more	9 hours	432 hours	336 hours

Annual leave is intended to be used as time off for vacations and other personal reasons. It may also be used for absences in excess of the credits available for other kinds of leave.

Annual leave accrual is not provided during the pay period when:

- an employee is on unauthorized absence for any part of the pay period;
- an employee is on suspension without pay for any part of the pay period;
- an employee is on leave without pay for any part of the pay period;
- an employee is hired after the first day of the pay period;
- an employee has insufficient leave balances to cover an absence;
- an employee has been absent for 90 consecutive calendar days, regardless of the type of leave to which the absence is charged.

When employees separate from state service, they will be paid for any unused annual leave, up to the maximum payment limits.

## **VIRGINIA SICKNESS AND DISABILITY PROGRAM**

The Virginia Sickness and Disability Program (VDSP) provides income protection if you can't work because of a non-work-related or work-related illness, injury, or other conditions, such as surgery, pregnancy, complications from pregnancy or a major chronic or catastrophic condition.

For more information about VDSP, visit the VRS website at: <https://www.varetire.org/benefits-and-programs/programs/disability/vsdp> or contact a member of the Department of Human Resources Benefits Team at [benefits@odu.edu](mailto:benefits@odu.edu).

## **TRADITIONAL SICK LEAVE**

Used by classified employees hired or re-hired before January 1, 1999, who have chosen to remain in the traditional sick leave program.

See DHRM' See Traditional Sick Leave #4.55 [pol4\\_55sickl.pdf \(virginia.gov\)](#)

## **FAMILY AND MEDICAL LEAVE**

The Family Medical Leave Act (FMLA) is a federal law entitling eligible employees with up to 12 weeks of unpaid family and medical leave per leave year due to their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

[pol4\\_20fmla.pdf \(virginia.gov\)](#)

[Family & Medical Leave \(FMLA\) - Old Dominion University \(odu.edu\)](#)

## **LEAVE SHARING**

Permits eligible employee in Leave Without Pay (LWOP) status to receive income by using annual leave hours donated to them by other employees.

[4-35---leave-sharing-update.pdf \(virginia.gov\)](#)

[Leave Sharing - Old Dominion University \(odu.edu\)](#)

## COMPENSATORY LEAVE

Compensatory leave provides eligible employees with paid leave as compensation for additional hours worked during specific times.

See the university's Hours of Work Policy: <https://www.odu.edu/about/policiesandprocedures/university/6000/6200>

## OVERTIME LEAVE

Non-exempt classified employees are eligible to receive overtime leave at the rate of one-and-one-half hours for each hour worked in excess of 40 hours per work week. Overtime leave cannot exceed a 240-hour balance and there is no expiration time limit for overtime leave use. Management must state when overtime leave will be granted in lieu of overtime compensation prior to the employee working the overtime. Overtime leave earned, as well as taken, is submitted via web time entry.

See the university's Hours of Work Policy: <https://www.odu.edu/about/policiesandprocedures/university/6000/6200>

## LEAVE WITHOUT PAY

Leave without pay may be granted in emergency situations when all other types of leave have been exhausted or when an employee is not eligible for other types of leave. In exceptional circumstances, an employee may be granted leave without pay and be allowed to retain their earned leave balances. This is at the discretion of the employee's supervisor unless the provisions of the Family and Medical Leave Act policy apply.

If an employee is considering leave without pay, they should discuss the situation with their supervisor. The employee should write a letter to the supervisor stating the length of absence, the date they plan to leave and return, and whether they wish to return to the same position. The employee will also need to review their leave balances with the Payroll Office or on LEO Online and determine whether they want to retain them.

There are two types of leave without pay used by the university:

- **Unconditional Leave Without Pay:** Employees are guaranteed the right to return to their former positions at the conclusion of the absence.
- **Conditional Leave Without Pay:** Employees are not guaranteed the right to return to their former positions and departments may fill the positions as they determine the need.

If an employee takes leave without pay for personal reasons, they can continue to get health insurance benefits by paying the group premiums, both the employer and employee portions. If an employee takes leave without pay to take care of a family member covered by the Family and Medical Leave Act, the employee only pays the employee portion of the health insurance premiums. If an employee takes sick leave without pay, they can still have current coverage at their usual rate if a physician approves the leave for medical reasons. Continued health insurance coverage is not automatic unless the FMLA applies. An employee can continue health insurance coverage by stating in the leave request letter that they wish to keep continuous coverage. Depending upon the type of leave without pay request, Old Dominion University will continue to pay the employer portion of the premiums and the employee must submit payments for their portion of the monthly cost. Employees should contact the Department of Human Resources Benefits Unit about other available benefits coverage while on leave without pay.

***No leave of any type accrues during periods of leave without pay.***

## HOLIDAYS

The university typically observes 12 state-approved holidays each year.

A list of the exact calendar days on which university holidays will be observed for the upcoming calendar year is announced each year, usually in December and is posted on the Human Resources website at <https://www.odu.edu/humanresources/calendar#holiday>

University holidays do not always coincide with state holidays because the staff is needed to keep the university operating when students are present.

## RELIGIOUS HOLIDAYS

Supervisors should make reasonable accommodations for the religious holiday needs of employees. Employees should request leave in advance. Employees may charge time off for religious holidays to personal leave, accrued annual, compensatory or overtime leave balances, or leave without pay, as appropriate.

For more information on religious accommodations, please contact the Office of Institutional Equity and Diversity at 757-683-3141 or by email at [equityanddiversity@odu.edu](mailto:equityanddiversity@odu.edu).

## SCHOOL ASSISTANCE AND VOLUNTEER SERVICE LEAVE

Full-time and part-time classified employees are eligible to use up to 16 hours of volunteer service leave per leave year. Part-time classified employees will receive a pro-rated amount based on the percentage of full-time employment.

For more Information regarding the School Assistance and Volunteer Service Leave Policy and Procedure, please click the link below:

DHRM Policy 4.40 School Assistance and Volunteer Service Leave: [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4\\_40.pdf?sfvrsn=d382e90e\\_2](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_40.pdf?sfvrsn=d382e90e_2)

## LEAVE TO DONATE BONE MARROW OR ORGANS

A full-time, non-probationary classified employee may receive up to 30 days of additional paid leave for donating bone marrow or organs. This type of leave is provided in addition to other leave benefits, does not count toward the 12-week period of family and medical leave, requires medical certification prior to approval of the leave, and guarantees the employee's position will be available upon return.

For more Information regarding leave to donate bone marrow or organs, please click the link below:

DHRM Policy 4.37 Leave to donate Bone Marrow or Organs: [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4\\_40.pdf?sfvrsn=d382e90e\\_2](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol4_40.pdf?sfvrsn=d382e90e_2)

## CIVIL AND WORK-RELATED LEAVE

Civil and work-related leave provides time off from work for employees to attend to certain civic duties or to address certain situations that impact the university.

For more Information regarding the Civil and Work-Related Leave Policy, please click the link below:

DHRM Policy 4.05 Civil and Work-Related Leave: [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/4-05-civil-and-work-related-leave.pdf?sfvrsn=376773ea\\_0](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/4-05-civil-and-work-related-leave.pdf?sfvrsn=376773ea_0)

## **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 through September 30) for federally funded military training duty.

For more Information regarding the Military Leave Policy, please click the link below:

See DHRM's Military Leave Policy 4.05: [https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4\\_50.html](https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_50.html)

## **EMERGENCY/DISASTER LEAVE**

For more Information regarding the Emergency Disaster Leave Policy, please click the link below:

DHRM Policy 4.17Emergency Disaster Leave: [https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4\\_50.html](https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_50.html)

## **EDUCATIONAL RELEASE TIME**

Educational release time provides for a maximum allotment of three hours of release time per week for college courses for participants in the [ODU Tuition Assistance Program](#).

## **WORKERS' COMPENSATION LEAVE**

If an employee is incapacitated by an injury or illness caused by his/her job and the claim has been approved by the insurance carrier, the employee will receive Workers' Compensation Leave with pay to cover absences.

See DHRM's Workers' Compensation Policy 4.60: [https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4\\_60.html](https://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_60.html).

## **UNPAID ABSENCE**

Employees are not paid when they are on leave without pay, are on unauthorized leave (absent without permission), or have insufficient leave balances to cover the absence.

When an employee incurs a time loss, the employee does not accrue annual and sick leave for the pay period in which the time loss occurred. A continuing pattern of unpaid absences should result in the supervisor taking progressive disciplinary action.

## CLASSIFIED EMPLOYEE BENEFITS

### VIRGINIA RETIREMENT SYSTEM (VRS)

The VRS furnishes a retirement benefit to salaried full-time and part-time classified employees, benefits for survivors and disability benefits. A pre-tax contribution of 5% is automatically deducted from employee pay each pay period. Participation in VRS is a condition of employment. VRS, a defined benefit plan, has a five-year vesting period before an employee is eligible for a retirement benefit for life, provided the age and eligibility requirements are met.

See the VRS web site at <http://www.varetire.org/> for additional information.

### VRS BASIC LIFE INSURANCE

All salaried full-time and part-time classified employees who meet the requirements of VRS also receive group life insurance, which is a condition of employment. The employee does not contribute to the cost of the premiums because the Commonwealth of Virginia and the university share the premium cost. Additional information is in the [VRS Life Insurance Benefits link](#).

### VRS OPTIONAL LIFE INSURANCE

Optional life insurance is available to full-time and part-time insured employees through the Virginia Retirement System (VRS). Premiums are paid by the employee through payroll deduction. [Optional Group Life Insurance Program Features | Virginia Retirement System \(varetire.org\)](#)

### BENEFICIARY DESIGNATION

For more information regarding beneficiaries, visit the VRS Naming a Beneficiary link. <https://www.varetire.org/milestones/active-members/naming-a-beneficiary/>

### RETIREMENT

There is no mandatory retirement age for classified positions. Normal retirement age is 65, although there is an early retirement option at age 50 (with 10 years of service). Retirees may work on a wage basis, but certain restrictions may apply. If an employee is interested in working as a wage employee during retirement, they should contact the Department of Human Resources for further information.

Consult the [“VRS Handbook for Members”](#) for information on retirement or contact Human Resources.

### BENEFITS

For more Information regarding finding benefits, visit the Department of Human Resources Benefits website at: <https://www.odu.edu/humanresources/benefits>

For additional benefits information click on the following links:

[FLEXIBLE BENEFITS \(Optional Benefit\)](#)

[LONG-TERM CARE INSURANCE \(Optional Benefit\)](#)

[LONG-TERM DISABILITY INSURANCE \(Optional Benefit\)](#)

[ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE \(Optional Benefit\)](#)

[PREPAID LEGAL ASSISTANCE Legal Resource PLAN \(Optional Benefit\)](#)

[DEFERRED COMPENSATION \(Optional Benefit\)](#)

[TAX-SHELTERED ANNUITIES \(Optional Benefit\)](#)

[CASH MATCH \(Optional Benefit\)](#)

#### TUITION ASSISTANCE PROGRAMS

Old Dominion University is committed to making affordable higher education available to eligible employees and their family members.

For more information on tuition assistance, visit the Department of Human Resources Benefits website at: <https://www.odu.edu/humanresources/benefits/tuition-assistance>

## POLICIES AND PROCEDURES

The information in this section of the guidebook provides a summary of important policies and procedures with which employees should be familiar. Policy manuals with detailed information are available at [http://www.odu.edu/ao/polnproc/](http://www.odu.edu/ao/polnproc) and <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.

### THE PERFORMANCE MANAGEMENT PROCESS

The Performance Management Process is designed to reward employees for their work contributions in a fair and equitable manner.

For more information on the performance management process, visit the performance management page at: <https://www.odu.edu/humanresources/policies/performance-management>.

### PERFORMANCE PLANNING AND EVALUATION

Old Dominion University is committed to providing a performance management process that rewards employees for their work contributions in a fair and equitable manner.

#### RATING LEVELS

There are three rating levels as defined below:

- **Contributor:** This rating recognizes work that is at or above the performance standards by meeting and achieving the criteria of the job functions throughout the performance cycle. Employees at this level are achieving the core responsibilities and performance measures as outlined by the manager.

The term “contributor” is intended to convey a sense of commitment, purpose, and obligation that each employee has in contributing to performance, whether it be through individual or team performance. All state employees should take pride in the contributions that they make on a daily and long-term basis.

- **Extraordinary Contributor:** This rating recognizes work that is characterized by exemplary accomplishments throughout the performance cycle and performance that considerably and consistently surpasses the criteria of the job function. To be eligible to receive an overall rating of Extraordinary Contributor, an employee must have received at least one documented Acknowledgement of Extraordinary Contribution form or Immediate Recognition form during the rating cycle. However, receipt of one of these forms does not guarantee or necessarily warrant an overall rating of Extraordinary Contributor.

- **Below Contributor:** This rating recognizes job performance that fails to meet the criteria of the job function. An employee who receives at least one Notice of Improvement Needed/Substandard Performance form or Written Notice may receive an overall rating of Below Contributor on the annual rating. An employee cannot be rated Below Contributor on the annual evaluation if he or she has not received at least one Notice of Improvement Needed/Substandard Performance or Written Notice form along with an improvement plan (which should have an improvement period of no less than 30 days or more than 180 days) during the performance cycle.

An employee who receives an overall rating of "Below Contributor" must be provided a performance re-evaluation plan within 10 workdays of the evaluation meeting.

The employee will be re-evaluated three months from the date of the original evaluation. If an employee is on approved absence for more than 14 consecutive days during the three-month re-evaluation period, the period will be extended by the total number of days of absence. Should the employee receive a re-evaluation rating of "Below Contributor" the supervisor shall demote, reassign, or terminate the employee by the end of the three-month re-evaluation period.

## STANDARDS OF CONDUCT POLICY

The purpose of this policy is to set forth the Commonwealth's and the university's standards of conduct and the disciplinary process that supervisors must utilize to address unacceptable behavior, conduct, and related employment problems in the workplace, or outside the workplace when conduct impacts an employee's ability to do their job and/or influences the agency's overall effectiveness.

It is the intent of this policy that agencies follow a course of progressive discipline that fairly and consistently addresses employee behavior, conduct, or performance that is incompatible with the standards of conduct for employees. Disciplinary actions must be founded on the principles of due process and will employ a range of corrective and disciplinary actions that are applied based on the nature and history of the misconduct or unacceptable performance. Corrective and disciplinary actions must be administered through a prompt and fair process as described in this policy's Administrative Procedures. The ultimate goal of this policy and its procedures is to help employees become fully contributing members of the organization. Conversely, this policy is also designed to enable agencies to fairly and effectively discipline and/or terminate employees whose conduct and/or performance does not improve or where the misconduct and/or unacceptable performance is of such a serious nature that a first offense warrants termination.

The Administrative Procedures for the consistent administration of this policy are available at [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_60e214b7db15ca42e39319ec28bdb14c09.pdf?sfvrsn=e678c84\\_6](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60e214b7db15ca42e39319ec28bdb14c09.pdf?sfvrsn=e678c84_6)

## GRIEVANCE PROCEDURE

Non-probationary classified employees have the right to use the formal grievance procedure to resolve complaints or disputes about employment at the university. A grievance must be initiated within 30 calendar days of the action being grieved. A formal grievance should be the last step taken in trying to resolve a complaint. Most employee concerns and complaints can be resolved informally through communication and collaboration with the supervisor.

The employee may use the reporting line within the department as well as contacting the Employee Relations Manager in the Department of Human Resources. The Statewide Mediation Program provides another option to assist with complaint resolution.

Employees should contact the Employee Relations Manager or access the Office of Employment Dispute Resolution (EDR) Web site at <http://www.dhrm.virginia.gov/> for information and/or assistance. The grievance procedure brochure is at <https://www.dhrm.virginia.gov/employment-dispute-resolution/grievance>.



## DRUG AND ALCOHOL POLICY

See DHRM's Drug and Alcohol Policy 1.05: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/1-05-alcohol-other-drugs-10-5-21.pdf>

## DRUG-FREE WORKPLACE

The university supports all federal and state legislation pertaining to the abuse of controlled substances. This includes the Drug-Free Workplace Act and Drug-Free Schools and Communities Act. See ODU policy at <http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6603.pdf>.

The federal Drug-Free Workplace Act requires that the university inform employees that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any state-owned or university-owned, controlled, or leased property, or the site where state work or university work is performed.

Any employee who violates this prohibition will be subject to disciplinary action, up to and including discharge, and/or required to satisfactorily participate in a drug abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, each employee must abide by the terms of this prohibition and notify their supervisor of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

The state policy on alcohol and other drugs generally parallels the Drug-Free Workplace Act. The policy expands the federal act by addressing alcohol on the workplace and requiring the reporting to management of a criminal conviction for any violation of a criminal drug law off the workplace.

## AMERICANS WITH DISABILITIES ACT

Title I of the Americans with Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions, and privileges of employment.

For more information, visit the Institutional Equity and Diversity web site at <http://www.odu.edu/equity>.

## DISCRIMINATION POLICY

The University is committed to promoting a work and education environment that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, disability, pregnancy, political affiliation, marital status, and genetic information, or based on any other status protected by law. The University will take steps to prevent recurrence of harassment and/or discrimination when incidents occur, remedy any discriminatory effects on the complainant and others (including measures to protect other students, if appropriate), and address complaints or reports of retaliation.

See the university's Discrimination Policy #1005: <https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf>

## **DISCRIMINATION COMPLAINT PROCEDURE**

The purpose of the Discrimination Complaint Procedure is to promote equal employment, equal educational and social opportunities for Old Dominion University employees and students by providing a means for the internal resolution of complaints of discrimination on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation, or genetic information. For more information visit the Office of Institutional Equity and Diversity's complaint procedure webpage at <https://www.odu.edu/equity/complaints>

## **CIVILITY IN THE WORKPLACE**

Old Dominion University provides a welcoming, safe, and civil workplace for its employees, customers, clients, contract workers, volunteers, and other third parties to increase awareness of all faculty and staffs' responsibility to conduct themselves in a manner that cultivates mutual respect, inclusion, and a healthy work environment.

See DHRM's Civility in the Workplace Policy 2.35: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-2-35-civility-in-the-workplace-policy.pdf>

## **NON-DISCRIMINATION COMPLAINT PROCEDURE**

The purpose of the Non-Discrimination Complaint procedure is to provides assistance to university classified staff, administrative and professional faculty, hourly wage employees, and supervisors with resolving problems or disputes between employees and management, as well as assist to create and enforce policies that are fair and consistent for all staff. For more information on how to file a non-discriminatory workplace complaint, visit the Department of Human Resources Employee Relations website at: <https://www.odu.edu/humanresources/about/teams/employee-relations>

## **EMPLOYMENT DISPUTE RESOLUTION (EDR)**

The Virginia Office of Employment Dispute Resolution (EDR), which is located in Richmond, can help employees with work-related problems or grievances. Their counselors can give information on state policies, practices and rules, and all help is confidential.

The office administers the formal grievance procedure for state employees and facilitates a mediation program for interested employees. For more information, visit the EDR website at: <https://www.dhrm.virginia.gov/employment-dispute-resolution>.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Counseling and referral services are available to employees and their families who are enrolled in the state's health care plan. The EAP can provide confidential assistance when an employee is experiencing personal, family, marital, financial or substance abuse problems that may affect job performance.

Employees and dependents can receive up to four free visits per incident at no cost to the employee. Free confidential help is available 24 hours, seven days a week by phone and email.

Employees may refer themselves directly to the EAP or the supervisor may refer them if job performance is a factor. Participation in the EAP does not jeopardize job security.

For more information regarding EAP, please visit the university's EAP webpage at: <https://www.odu.edu/humanresources/benefits/eap>

## WEAPONS IN THE WORKPLACE

Possession or carrying of any weapon by any person, except a university police officer and other law-enforcement officials, is prohibited on university property.

## TITLE IX AND SEXUAL MISCONDUCT

The purpose of the Policy on Title IX and Sexual Misconduct is to establish uniform guidelines to promote a work and education environment that is free from sexual misconduct, and to affirm the University's commitment to foster an environment that emphasizes the dignity and worth of every member of the Old Dominion University community. Sexual misconduct includes any form of sexual harassment and sexual exploitation as defined by policy. This policy also details the process to address complaints or reports of sexual misconduct and prohibits retaliation. To submit a report of sexual misconduct, use the reporting form at [https://cm.maxient.com/reportingform.php?OldDominionUniv&layout\\_id=8](https://cm.maxient.com/reportingform.php?OldDominionUniv&layout_id=8).

For more information, contact the Office of Institutional Equity and Diversity or visit their website at <https://odu.edu/equity>.

It is a violation of university policy for any member of the university community to make an intentionally false accusation of sexual assault. Reporting an attempted or perpetrated sexual assault is extremely important for the protection of the victim and the community. Reporting documents the complaint should the victim decide to go forward within the legal process in the future.

A victim may report a sexual assault on or near campus to the [university police \(757-683-4000\)](#). A trained officer has been designated to work with all sexual assault cases.

Counseling, crisis-intervention, and medical assistance will be made available to the victim through **RESPONSE (757-622-4300)** and through campus services such as the Women's Center, Counseling Services and Student Health Services.

A victim may choose to contact any of the above services for support and information whether or not they choose to report the assault to the Department of Public Safety or the police.

Women's Center	Counseling Services	Student Health Services
757-683-4109	757-683-4401	757-683-3132

## LAYOFF POLICY

The policy of the state regarding layoffs allows agencies to adjust the size of the work force as needs dictate. All full-time classified employees are eligible for layoff benefits. In some cases, restricted and part-time classified employees also have access to layoff benefits.

The benefits include placement options within the employee's agency; preferential employment consideration prior to layoff in other agencies and preferential hiring in other agencies during leave without pay-layoff.

See DHRM's Layoff Policy 1.30: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/policyguide-layoffsummary.pdf>

## SEVERANCE BENEFITS

It is the policy of the Commonwealth and the University to provide severance benefits to eligible classified employees and faculty who have been involuntarily separated from state service in accordance with Policy 1.30, Layoff. Restricted positions are also eligible for severance benefits. (However, restricted positions contingent upon grants are ineligible unless the funding source has agreed to assume all financial responsibility in its written contract with the agency.

See DHRM's Severance Benefits Policy 1.57: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/policyguide-severancebenefits.pdf>

## TEMPORARY WORK FORCE REDUCTIONS

Temporary Work Force Reduction (TWFR) permits agencies to reduce employees' work hours and salaries temporarily or place employees in a non-working status temporarily. Such reductions may be scheduled continuously or intermittently and are limited to no more than 690 hours in a 365-day period.

Certain employee benefits are protected during the period of non-working status. Agencies must provide a minimum of two weeks' notice to employees before placing them in TWFR. For more information, access Policy 1.65, Temporary Work Force Reduction at <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy1-65temporaryworkforcereduction.pdf>.

## SMOKING POLICY

The use of tobacco and smoking-related products, and electronic cigarettes and vaporizers is prohibited in all facilities and vehicles owned or leased by the University.

See the university's Smoking Policy 3220: <http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3220.pdf>

## SOLICITATION POLICY

It is the policy of Old Dominion University to restrict solicitation by employees, vendors, sales representatives, and others to minimize interference with the university's operation and to protect the privacy of its faculty, staff, students, and visitors.

See the university's Solicitation Policy 1600: <https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1600.pdf>

## USE OF ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

The university provides access to the electronic communications and social media to facilitate the effective and efficient conduct of state and university business. All users of university computers, electronic communications and social media are prohibited from using such equipment and access for reasons that are not related to the performance of their jobs or official purposes.

See DHRM's Use of Electronic Communications and Social Media Policy 1.75: <https://hr.dmas.virginia.gov/media/1243/dhrm-policy-175-use-of-electronics-and-social-media.pdf>

## UNIVERSITY PROGRAMS AND SERVICES

### EMPLOYEE RELATIONS

Old Dominion University's Department of Human Resources Employee Relations Unit provides consultation to employees and managers on human resource concerns. In addition, they can provide information about university and state policies and procedures. All assistance is confidential within legal parameters.

For further information, employees should access the Department of Human Resources Employee Relations' web page at <https://www.odu.edu/humanresources/about/teams/employee-relations>

### EMPLOYEE RECOGNITION PROGRAM AND AWARD GUIDELINES

Old Dominion University has established guidelines to recognize and reward the contributions of its employees through a number of campus-wide recognition programs.

Employees may receive monetary, non-monetary and/or leave awards.

For further information, employees should contact their supervisors or access the guidelines on the Department of Human Resources' web page at <http://www.odu.edu/facultystaff/awards-recognition>.

### TRAINING AND ORGANIZATIONAL DEVELOPMENT

The Department of Human Resources is responsible for developing and supporting a range of high-quality training and development opportunities.

For further information, employees should access the Department of Human Resources Training and Organization Development's web page at <https://www.odu.edu/humanresources/about/teams/training>

### HOURLY AND CLASSIFIED EMPLOYEES ASSOCIATION (HACE)

Employees may join HACE (Hourly and Classified Employee). In general, HACE's goal is to improve employment at Old Dominion University and help to foster communication between employees and university officials. HACE sponsors social and service opportunities throughout the year. The HACE association website is: <https://www.odu.edu/orgs/hace>

### HUMAN RESOURCES NEWSLETTERS

The Department of Human Resources publishes two newsletters.

*RESOURCE* provides university staff and faculty with information on human resources issues, upcoming events, and other news of interest to the university community.

*MANAGEMENT NOTES* provides information and news of interest to university supervisors. In addition, it provides information on a wide variety of human resources topics impacting both supervisors and employees. Newsletters are available on the Human Resources website at <http://www.odu.edu/humanresources/publications>.

## RESPONSIBILITIES

### MONACRH CREED

Old Dominion University is an academic community committed to education, scholarship, and the overall development of the individual. The [Monarch Creed](#) establishes a model of conduct for our members.

### CODE OF ETHICS

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

See ODU's Policy 1002 Code of Ethics: <https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1002.pdf>

### SAFETY

The safety of faculty, staff, students, and visitors is of primary importance to the university. A formal university safety program has been established in order to create and maintain a hazard-free environment in which all university groups may function, as well as providing for protection of university physical property. Should an employee recognize an existing or potential hazard, they should contact the university Risk Manager at 757-683-4009.

### OUTSIDE EMPLOYMENT

Employees may not engage in any other employment during the hours for which they are employed by Old Dominion University. An employee may not engage in other employment outside their Old Dominion University work hours if such employment is deemed to affect the employee's work performance or is determined to be in violation of the Virginia Conflict of Interest Act. No property belonging to or under contract to the Commonwealth may be used for outside employment activities.

Employees are responsible for obtaining supervisory approval for outside employment and for submitting written documentation to the Department of Human Resources that describes the nature of the outside employment and is signed by the supervisor indicating approval. This documentation will be placed in the employee's personnel file. Failure to comply with these guidelines violates the Standards of Conduct and may lead to disciplinary action. Employees who are also employed with the Old Dominion University Research Foundation (ODURF) should also complete the Old Dominion University Classified Employee Secondary Employment with Old Dominion University Research Foundation (ODURF) Guidelines and Approval Form. A copy of the completed form should be submitted to the Department of Human Resources.

ODU outside employment form : <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/Outside%20Employment%20Form.pdf>

ORDUF secondary employment form: <https://www.odu.edu/content/dam/odu/offices/human-resources/docs/odurf-guidelines.pdf>

## CONFLICT OF INTEREST

Old Dominion University employees are responsible for addressing conflicts of interest that may result in their personal and private interests being in opposition to the official responsibilities.

See the university's Conflict of Interest Policy 6220: <https://www.odu.edu/content/dam/odu/policies/university/6000/univ-6220.pdf>

## POLITICAL ACTIVITY

State employees may not campaign for themselves or for anyone else during work hours, nor may they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and workplace. Before beginning any political activity, employees should determine whether such activity violates the Virginia Conflict of Interest Act (Code of Virginia, 2.2-3100 and following).

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. Employees in a position that receives federal funds, may not:

1. Stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative or a political party whose presidential candidate received electoral votes in the preceding presidential election).
2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value for political purpose; or
3. Use official authority or influence to interfere with the results of an election or nomination for office.

## CONTACTING ELECTED OFFICIALS

State employees are not prohibited or restricted in expressing their opinions to state or local elected officials on matters of public concern and shall not be subject to acts of retaliation because they have expressed such opinions.

Matters of public concern are those matters of interest to the community as a whole, whether for social, political, or other reasons including discussions that disclose any (i) evidence of corruption, impropriety, or other malfeasance on the part of government officials; (ii) violations of law; or (iii) incidence of fraud, abuse, or gross mismanagement.

## USE OF UNIVERSITY TELEPHONES

The University telephone system is available to conduct official business. Abuse of the telephone system including, but not limited to, charging personal long distance phone calls to the University, conducting business related to outside employment or business ownership, making, or receiving excessive personal calls, and disclosing confidential information over the phone may result in disciplinary action, including termination.

See the University's University Telephone System Usage Policy 3300: <https://www.odu.edu/content/dam/odu/policies/university/3000/univ-3300.pdf>

## USE OF UNIVERSITY EQUIPMENT, MATERIALS, OR FUNDS

The use of university equipment, materials, computer information systems, or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used only for conducting university business.

University funds are to be used to purchase only those materials and supplies needed to conduct university business.

The misuse of university materials or funds is a serious violation of our Standards of Conduct and can lead to dismissal.

## AUTHORITY TO SPEAK ON BEHALF OF THE UNIVERSITY

The official spokesperson and designated representatives of ODU are the Rector of the Board and the president. No other university official, faculty member, staff member or other university employee is authorized to speak on behalf of the university, make commitments on behalf of the university, align the university with any cause or position, or otherwise act on behalf of the university. University employees may not give the appearance of committing the university or of aligning the university with any position or cause by the use of university stationary or by using a university title or position. See policy at <http://www.odu.edu/content/dam/odu/offices/bov/policies/1200/BOV1210.pdf>.

## RECORDS MAINTENANCE

### PERSONNEL FILE

The Department of Human Resources maintains electronic personnel files on employees. All record maintenance and access shall be in compliance with [DHRM Policies 6.05](#) and [6.10](#) as well as the [Virginia State Library and Archives](#).

An employee has the right to view their records by presenting their university identification card. Records may be viewed any time during normal business hours without an appointment; however, an advance phone call will facilitate the retrieval and availability of the record.

Access to individual records will be granted to any person in the individual's supervisory chain as well as to any university official having a bona fide requirement for access.

### REFERENCE CHECKS

The Department of Human Resources will provide employment verification on current and former employees. Such verifications are limited to confirming/providing job title, and dates of employment (as allowed under the Virginia Freedom of Information Act). Information regarding performance, attendance and other employment factors will not be released without written permission from the employee or former employee.



## LEAVING AND RETURNING TO THE UNIVERSITY

### RESIGNATION

Although Old Dominion University hopes that employment with the university will be a mutually rewarding experience, it is understood that varying circumstances do cause faculty and staff to voluntarily resign employment. Should the time come, the university is committed to ensuring the timely notification and processing of separations from employment.

See the university's Separating Process for Faculty and Staff Policy <http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6060.pdf>.

### REHIRE

An employee who is rehired into a classified position must serve another probationary period. Salary will be determined by the Starting Pay Guidelines.

## SOURCES

### OLD DOMINION UNIVERSITY DEPARTMENT OF HUMAN RESOURCES

Web Site: <http://www.odu.edu/humanresources>

### DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM)

Web Site: <http://www.dhrm.virginia.gov>

### OFFICE OF EMPLOYMENT DISPUTE RESOLUTION (EDR)

Web Site: <https://www.dhrm.virginia.gov/employment-dispute-resolution>

### VIRGINIA RETIREMENT SYSTEM

Web Site: <http://www.varetire.org>

### HEALTH BENEFITS

Web Site: <https://www.dhrm.virginia.gov/employeebenefits/health-benefits>

FRAUD WASTE AND ABUSE HOT LINE - **(800)-723-1645**