

ReSource

A Publication of the Department of Human Resources

DECEMBER 2021, WINTER EDITION



BE KIND.

Our goal is to support the University's mission by providing exceptional human resource services through effective partnerships that meet our internal and external customers' needs; encouraging and maintaining an environment which values and appreciates differences; and fostering a work ethic that displays respect, cooperation, fairness, and a commitment to excellence.

Within the Department of Human Resources are five essential services that provide core resources to eligible ODU staff members. These essential services include: Benefits, Employee Relations, Organization Development and Training, HR Systems, and Total Compensation and Staffing. We are located in Spong Hall, North of the S.B. Ballard Football Stadium, next to Rollins Hall.

The Department of Human Resources is available to serve you. You can call us at 757-683-3042 or email at hr@odu.edu.

WHAT'S INSIDE THIS ISSUE:

- Monarch Wellness Trail - 3*
- Supervisor Essentials - 5*
- Staffing & Recruitment - 6*
- Kindness in the Workplace - 7*
- The Vaccination Question - 8*

"Wherever there is a

human being,

there is an opportunity

for a kindness"

-Lucius Annaeus Seneca



OLD DOMINION
UNIVERSITY

COMING SOON...

ODU DEPARTMENT OF
**HUMAN
RESOURCES**

Enhanced Website



WWW.ODU.EDU/HUMANRESOURCES

Exciting News from Benefits!



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DEPARTMENT OF
HUMAN RESOURCES
PRESENTS:

MONARCH WELLNESS TRAILS

Join us for a group walk !

Dates: 12/17/21, 1/10/22, 1/25/22, 2/10/22, 2/25/22

Please contact Kim Butler @ kbutler@odu.edu with questions.



12:00PM & 1:00 PM

[Sign-up here!](#)

Supplement Retirement Plan Contribution Limits for 2022



Great News!

The annual limit for employee contributions to 403(b) and 457 Plans will increase for 2022. The limit for employees under age 50 will increase to \$20,500 and the limit for employees aged 50 and older will increase to \$27,000.

To increase your 403(b) contribution for the first payday in 2022 (January 14, 2022), please complete the 2022 Salary Reduction Agreement and return it to Human Resources by 5:00 pm Wednesday, December 22, 2021.

To increase your 457 contributions for the first payday in 2022, please login to your 457 account or contact VRS Defined Contribution Plans at 1-877-327-5261 by Friday, December 31, 2021.

Questions can be directed to the Benefits Office at benefits@odu.edu

www.odu.edu/benefits

2022 Supervisor Essentials

1st Qtr - March 23 - 25

2nd Qtr - June 22 - 24

3rd Qtr - September 21 - 23

4th Qtr - December 7 - 9

(Courses are from 9:00 am - 4:00 pm daily)

A 3-day progressive training course offering supervisors an interactive 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...

[Click here to Register!](#)

**Questions ? Contact Employee Relations Manager,
Brian Jackson @ bkjackso@odu.edu**

**or Employee Relations Consultant,
Elle McNair @ lmcnair@odu.edu**



Separation Process

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.

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

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

- **Ensure accurate compensation computation and disbursement;**
- **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;**
- **Ensure accurate reporting; and**
- **Ensure compliance with COVID protocol**

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 at 683-5131.

BE KIND. PASS IT ON...



KINDNESS IN THE WORKPLACE



[Click here](#)
to view a quick video
on kindness!



THE VACCINATION QUESTION

I'VE BEEN ASKED THE VACCINATION QUESTION BY A CO-WORKER... HOW SHOULD I RESPOND?

If asked about your vaccination status, the initial response should be:



"I appreciate your concern, and while that is personal information that I do not care to share with you, I can assure you that I am working within full compliance of University policy."

NEED ASSISTANCE FINDING A VACCINATION?

LEARN HOW TO GET YOUR SHOT AT [VACCINATE.VIRGINIA.GOV](https://vaccinate.virginia.gov) OR CALL 1-877-VAX-IN VA: [CLICK HERE FOR VACCINE FINDER](#)

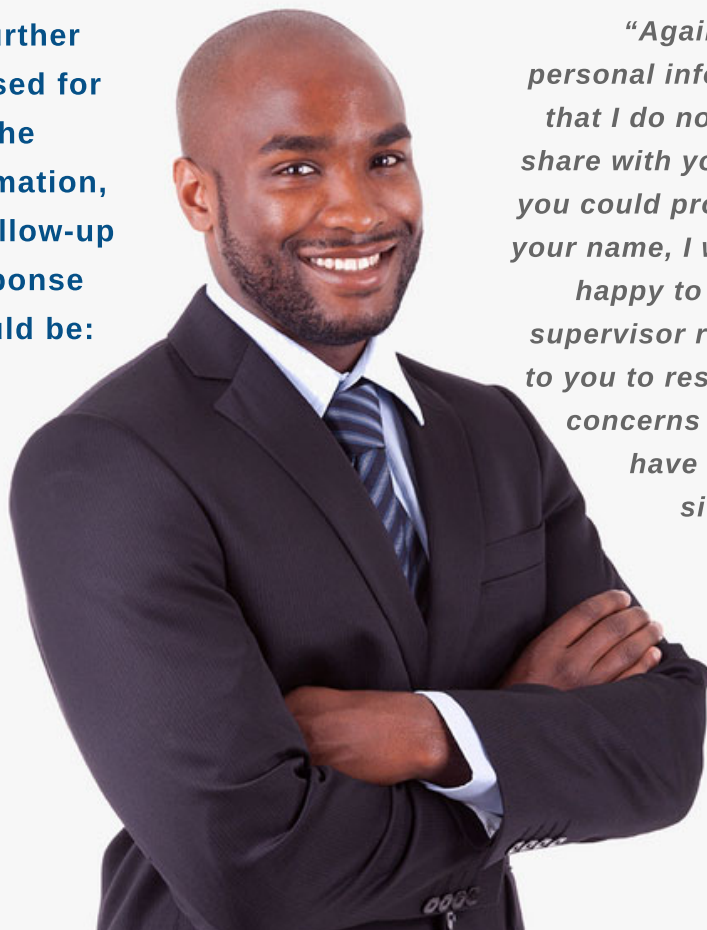


**[#ReignResponsibly](#)
[CLICK HERE FOR ODU COVID-19 VACCINE INFORMATION](#)**

[CDC FREQUENTLY ASKED QUESTIONS](#)

[VHD FREQUENTLY ASKED QUESTIONS](#)

If further pressed for the information, the follow-up response should be:



"Again, that is personal information that I do not care to share with you. But if you could provide me your name, I would be happy to have my supervisor reach out to you to resolve any concerns you may have with this situation."

I HAVE HR QUESTIONS... WHO DO I ASK?



Questions about retirement, medical leaves, FMLA, EAP, Open Enrollment or Tuition Assistance?

Benefits Specialist (A-J), Kim Butler kbutler@odu.edu

Sr. Benefits Specialist (K-P, Police Department), Angela Vann advann@odu.edu

Benefits Specialist (Q-Z), Anna Marcano amarcano@odu.edu

Questions about performance evaluations, unemployment, employee recognition, employee conflict resolution guidance or the Supervisor Essentials Training Course?

Employee Relations Manager, Brian Jackson, bjjackso@odu.edu or

Employee Relations Consultant, Elle McNair lmcnair@odu.edu

Questions about departmental conflicts and/or strategies to get your team motivated, focused and back on track?

AVP of Human Resources, JaRena Whitehead jwhitehe@odu.edu

Questions about professional development and how to register for the current offerings?

Training Consultant, Debbie Couch dcouch@odu.edu or

Trainer, Marilyn Baylon mbaylon@odu.edu

Questions about retrieving a job description or about a job description change?

Compensation Manager, David Hawkins dchawkins@odu.edu

Questions about recruitments, onboarding, or address changes?

Staffing and Operations Manager, Pam Harris pharris@odu.edu

AP Faculty Recruitments, Nadine Falcon-Johnson nfalcon@odu.edu

Questions about Employment Verifications?

HR Receptionist, Petryne Stanford pstandfor@odu.edu

Editor/Employee Relations Consultant, Elle McNair
lmcnair@odu.edu
Thank you for reading!



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