# ReSource

**A Publication of the Department of Human Resources**

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2017 Staff Dream Fund

Concepcion Brown
Concepcion has received $2,000 and five days of recognition leave to travel to the Philippines with her 17 year old son to visit and reconnect with family who they have not seen in 15 years. Concepcion has dreamed of taking her teenage son home to the Philippines to connect with his heritage and bond with the entire family. The last time Concepcion was able to take her son home to the Philippines he was only two years old. Since then, he has only been able to connect with his extended family via the internet and social media. This is an ideal time, in both their lives, for Concepcion and her son to make this journey. Completion of this dream will allow Concepcion and her son to spend quality time with family, culture, and heritage.

Tancy Vandecar-Burdin
Tancy has received $3,000 and two days of recognition leave to attend the Kentucky Derby with her mother in the spring of 2018. Tancy and her family have shared a love of horses for as long as she can remember. Tancy and her mother have attempted to plan a trip to the Kentucky Derby for almost seven years, to no avail. This award fulfills Tancy’s dream of creating a memorable mother daughter experience that embraces their shared passion for horses, fancy hats, and the Kentucky Derby!
Welcome: JaRenae E. Whitehead

JaRenae joins the Department of Human Resources as Director for Employee Relations and Strategic Initiatives. She brings almost 25 years of human resources experience in higher education at public, private, and minority-serving institutions, including: Chief Human Resources Officer at Florida Memorial University, Associate Director and Deputy Chief Human Resources Officer at Radford University, and in various positions of progressive advancement while at the University of Miami. This breadth of experience has given her a working knowledge of the Commonwealth’s Department of Human Resource Management policies and an appreciation for effective administration of the human resource function in higher education. JaRenae holds senior-level certifications with both the Society of Human Resource Management and the HR Certification Institute®. She earned a Master of Business Administration and Bachelor of Science in Mass Communications from Florida International University and is currently a doctoral candidate in the Ed.D. in Leadership and Management program at St. Thomas University.

(Dissertation Title: Show her the money: A quantitative study of salary disparity amongst men and women serving as presidents of accredited public institutions of higher education in the southern region of the United States).

JaRenae is proud to join the ODU family as a member of the HR Monarch Team!

Contact JaRenae at 757-683-4564 or jwhitehe@odu.edu.

Inclement Weather Policy

Seasonal weather could result in the University’s closing. When the University is closed due to inclement weather or emergencies, designated employees are required to report to work.

Employees should check with their supervisors to determine the expectations for their position. For more information, please see the University’s Inclement Weather and Emergencies Policy 1020.

For timely notifications, Old Dominion University offers a free emergency alert messaging system.
University’s Discrimination Policy (Policy #1005), Consensual Relationships

Old Dominion University respects the educational mission to serve its students and enrich the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement. Our mission is centered on an atmosphere of mutual trust and respect between all members of the academic community.

Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) have a distinct responsibility to adhere to the highest ethical and professional standards and avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder ODU’s educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships with subordinates is a direct violation of the University’s Discrimination Policy (Policy #1005), Consensual Relationships.

Though such acquaintances may be appropriate in other circumstances, consensual relationships have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee. For example, such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff or other students. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to Sexual Harassment charges.

For more information regarding University’s Discrimination Policy (Policy #1005), Consensual Relationships or Sexual Harassment please visit Institutional Equity & Diversity’s website at https://www.odu.edu/equity or call 757-683-3141.
Please Update Supervisors and Employees in PAPERS

Changes to reporting structures in PAPERS must be made through a Position Description Update. These changes can no longer be made via email request or notification.

Position Descriptions not updated with the correct supervisor will be inaccessible for probationary reviews and annual classified evaluation.

For assistance with the Position Description Update process, please contact David Hawkins or Rakim Reid.

- Log in to PAPERS
- Select “Go to Performance Management"
- Select “My Employee’s Reviews”
- If any employees are missing from the page, a Position Description Update must be completed by the previous supervisor. If any employees are showing that no longer report to you, you must complete a Position Description Update.

Classified Position Descriptions must be updated by September 1st each year (if not earlier) to ensure timely completion of the annual evaluation due in October.

Contact Cori Okonek with questions regarding evaluations.

What happened to the Management Notes newsletter?

The Management Notes and ReSource newsletters have been combined into one quarterly Newsletter: ReSource.

Instead of two similar newsletters published quarterly, Human Resources will now only publish the ReSource.

Editions of the ReSource may include articles that would have previously only been published in the Management Notes newsletter. These articles will appear on a page entitled: “ReSource—Management Notes.”

All previously published newsletters are archived and available for review on the HR Publications Website.
Leave Policy Change for Administrators

On June 8, 2017 the Board of Visitors approved changes to Board Policy 1491 Annual Leave Policy for Administrative and Professional Faculty and Eligible Instructional and Research Faculty on Twelve-Month Contracts. These revisions provide a greater benefit to employees and flexibility for departments with separating faculty covered by this policy. Please review the revised policy. The following comparison chart summarizes the changes:

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<th>Former Policy</th>
<th>Revised Policy</th>
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<tr>
<td>Leave Earned: Accrue 2 days (16 hours) of annual leave per month</td>
<td>Unchanged</td>
</tr>
<tr>
<td>Leave Year: June 10 – June 9</td>
<td>Leave Year: January 10 – January 9</td>
</tr>
<tr>
<td>Leave Carryover Date: June 10</td>
<td>January 10*</td>
</tr>
<tr>
<td>Maximum Leave Carryover:</td>
<td>Unchanged</td>
</tr>
<tr>
<td>Up to 20 days (160 hours) - Hired on or after 7/1/93</td>
<td></td>
</tr>
<tr>
<td>Up to 36 days (288 hours) – Hired prior to 7/1/93</td>
<td></td>
</tr>
<tr>
<td>Excess Leave Carryover Request: By exception w/VP approval</td>
<td>No provision for excess leave carryover. Leave balances in excess of 20 days or 36 days (depending on hire date) will be purged after the last day of the new leave year.</td>
</tr>
<tr>
<td>Payout Option: None except in certain special cases w/presidential approval</td>
<td>Up to 15 days (120 hours)</td>
</tr>
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*This year’s excess leave carryover will not take place until January 10, 2018. With the change in the leave carryover date employees will have until January 9, 2018 to use excess leave that would have been purged on June 10, 2017.

With these changes it is even more imperative that administrative and professional faculty and eligible faculty on 12-month contracts submit timely and accurate leave reports in Web Time Entry each pay period. This practice will ensure that leave balances are current for corresponding payouts to be processed accurately. Please review the [Web Time Entry Submission Schedule for Faculty Leave Reports]. Ultimately, it is both the employee and supervisor’s fiduciary responsibility to ensure the accurateness of time reporting as leave payouts have direct impact on departmental and University budgets.

Should you have any questions regarding this policy please contact JaRenae Whitehead, Director of Human Resources for Employee Relations and Strategic Initiatives at 3-4564 or jwhitehe@odu.edu.

For questions related to submitting leave reports please contact Anitra Hilliard, Payroll Processing Supervisor at ahillard@odu.edu.
ITS Tech Tips

Email, telephones, Internet access, printers – you use these technologies and more every day. But are you familiar with some of the optional services that are available to ODU employees? This summer, take some time to explore these learning and collaboration tools, and prepare for a more productive fall!

**Lynda.com** – As an employee, you have free access to Lynda.com's complete video library with more than 2,500 professional courses. Learn how to use the latest software, build your business skills, or spark your creativity. [odu.edu/lynda](odu.edu/lynda)

**WordPress** – The WordPress professional suite is available to the entire ODU community, with tools to help you create fully featured websites in minutes. Build a professional portfolio, create course content, or publish information about a student organization. [odu.edu/wordpress](odu.edu/wordpress)

**Office 365** – Download Microsoft Office on personal computers and mobile devices. In addition to popular software titles like Word and Excel, you can also take advantage of collaboration tools like OneDrive and OneNote – all at no cost. [odu.edu/office365](odu.edu/office365)

**Box** – All employees have access to unlimited cloud storage with Box. Upload your important documents, share large files, and collaborate with colleagues on campus or around the globe. Box is available from any web-enabled device, anytime, anywhere. [odu.edu/box](odu.edu/box)

**WebEx** – WebEx is a cloud-based web conferencing service available to ODU faculty, staff and students that allows users to host and participate in meetings over the Internet. [odu.edu/webex](odu.edu/webex)

Contact the ITS Help Desk if you have questions about these or any other technology services at ODU: itshelp@odu.edu or (757) 683-3192.
ReSource

Benefits
Contributed by:
Brenda Johnson, Megan Alston, Anna Marcano & Marcha Shriver

Benefits Walk-In Office Hours
To better serve the campus community and meet growing demands of the University, the Benefits Section of the Department of Human Resources has newly established walk-in hours:

Tuesday, Wednesday and Thursday
9:00 am to 4:00 pm

We kindly request that you please make an appointment outside these times to ensure that someone is available to meet with you.

Thank you for your continued support.

Retirement Questions
When do I want to retire?
Am I ready to retire?

To discuss your retirement plans or to ask questions about a future retirement please call Marcha Schriver at 3-5105 or e-mail mschrive@odu.edu for an appointment.

Discussing your ideas early can prevent problems at the retirement stage.

Flexible Spending Account Plan Year End
Coverage Period: July 1, 2016 – June 30, 2017
Plan Year Ended: June 30, 2017

Remember to file claims for expenses incurred during the coverage period. You have up to three months following the end of the plan year to submit your claim. You can submit an online claim or find forms by logging in to your account at benefitadminsolutions.com/anthem

ODU Weight Watchers at Work
Mondays 12:00-1:00
Virginia Rice Webb Room
Webb Center

Weekly informational program, incentives, encouragement and challenges! Confidential weigh-in.

Full time state employees are eligible for reduced monthly fee and reimbursement of half the cost with regular attendance!

Come check us out—what have you got to lose???
Map My Run
Looking for a way to get more mileage in your exercise routine? Try mapping a run/walk around campus or your home neighborhood to get the miles in you are looking for. Many free apps and websites, such as MapMyRun.com, can help you set a course for your fitness goals. Changing your route daily can keep a walk/run interesting. Try creating at least 3 or 4 different routes for your regular exercise routine to mix things up.
Also, try changing your distances starting with the longest distance at the beginning of your week and working your way down to a short walk/run at the end of the week.
Example:  
- Monday—2 miles
- Tuesday—1.75 miles
- Wednesday—1.5 miles
- Thursday—1.25 miles
- Friday—1 mile
Set reasonable goals and work your way up to longer distances and longer walks/runs to achieve your overall fitness goal.
Make sure you have supportive walking or running shoes, sunscreen, and plenty of water for hydration before starting any outdoor activity in the summer.

Stuffed Burritos
Ingredients:
- 2 tbsp. Olive Oil
- 1/2 white onion diced
- 1 red bell pepper diced
- 1 yellow bell pepper diced
- 1 orange bell pepper diced
- 1 container white mushrooms diced
- 1 can yellow sweet corn
- 1 can low sodium black beans
- 2 lbs. baked chicken (cubed or shredded)
- 4—6 Roma tomatoes, diced
- 1 cup shredded cheddar cheese
- Large flour tortillas

In a large pot, warm the olive oil on medium heat and add the onions and bell peppers first. Allow them to soften and cook in the oil for a few minutes before adding the mushrooms, sweet corn, and black beans. Slowly stir the pot for about 5 minutes before adding the baked chicken and tomatoes. Stir and allow the ingredients to simmer for 10—15 minutes on low heat. Add about 1/2 to 3/4 cup of the cooked ingredients to a tortilla, sprinkle cheese, fold, roll and enjoy!

How to roll a burrito tutorial

Pro-Tip:
For the picky eaters—dice the onions, peppers, and mushrooms as small as possible and sauté a little longer to soften. They won’t even know they are there!

This recipe makes enough for a whole family or a week’s worth of lunches. Be prepared to share or save the extras for later.