Management Notes

Old Dominion University
Department of Human Resources

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Promoting QUL Contributes to ODU Being a Great Place to Work!

On August 7, President Broderick announced that for the second straight year Old Dominion University was named one of the Great Colleges to Work For by the Chronicle of Higher Education. This year the University received Honor Roll Status for exceling in the following categories: Collaborative Governance; Professional/ Career Development Programs; Teaching Environment (Faculty Only); Job Satisfaction; Work/Life Balance; Supervisor/Department Chair Relationship; Respect and Appreciation; and Diversity. Many of these topics are directly related to Quality of University Life. Actions we take each day can have a contributing or a diminishing affect on another's Quality of University Life.

On May 8th the Quality of University Life Committee sponsored an appreciation Ice Cream Social. The event was attended by approximately 300 faculty and staff. Attendees were asked, "Who contributes most to your quality of university life?" The following people and departments were mentioned: (**Please SEE NEXT PAGE**)

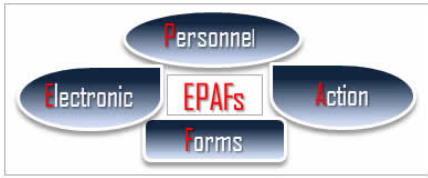
QUL appreciation ice cream social 5.48 minutes photo video.

Paper E-1s Phased Out

The Payroll and Human Resource offices have been collaborating on new processes to handle the rehiring of student and hourly employees. Electronic Personnel Action Forms (EPAFs) utilize existing functionality in Banner self-service and have E1 and E1S forms for rehiring, rate changes, terminations and position changes. These EPAFs are submitted through self-service by the department and routed to the appropriate EPAF approver and onto Payroll or Human Resources for review and update of the Banner records. This electronic process will be faster and more efficient than the current paper process.

Beginning with the ***August 16 – 30 pay period***, paper E1 or E1S are no longer needed for the following actions. Instead, an EPAF will be submitted.

- Rehiring a Student or Hourly in the same position
- Rehiring a Student or Hourly in a different position (whether in your department or another department)
- Terminating a Student or Hourly employee
- Terminating a Student or Hourly employee's job
- A rate change



The paper E1S form will still be needed for hiring new students and hourlies who have never worked for the University before. We plan to expand the EPAFs to include the new hire process in the near future.

Training materials are available on the web page, http://www.odu.edu/ao/humanresources/EPAF.shtml. Documentation on this page provides an overview of EPAFS and detailed instructions on beginning and approving each type of EPAF.

For more information please contact Pat Collins in the Payroll Office at 683-3037.

Promoting QUL Contributes to ODU Being a Great Place to Work! *Con't*

NAME
Ali Ardalan
Alison Schoew
Andrew Casiello
Brenda Neumon Lewis
Brittany Lucas
Carol Simpson
Chandra De Silva
Christy Sharpe
Claudia, Cecelia, Dee
Connie Davis
Connie Merriman
Cynthia Williamson
Dalaina Williams
Dana Burnett
Dawn Hall
Debra Babb
Don Stansberry
Donna Jackson
Elizabeth Teller
Francine at ODU Credit Union

NAME
G. W. Thompson
Garett McAuliffe
Gilbert Yochum
Grace Mahin
Jenett Anderson
Jennifer Fish
Jennifer Usis
John Broderick, President
Judy Bowman
Kathryn Boone
Kathy Williamson
Kelly Barbour
Kim Sibson
Lesa Clark
Lesley Robinson
Lishena Harris
Lori Plants
Marilyn Marloff
Mark Lesley
Marla Harvey
Marlene
Marty Sharpe

NAME
Mary Moone
Mel
Michele Darby
Mona Danner
Mona Farrow
Morel Fry
Nicole Kiger
Penny Craig Pickel
Randy Gainey
Renee Dunman
Sandy Waters
Sara Morris
September Sanderlin
Shelley Mishoe
Shenell White
Shirlnique (Nikki) Harris
Tanisha Bradley
Terrell Perry
Theresa Mathews
Tisha Paredes
Worth Pickering

DEPARTMENTS & ORGANIZATIONS
AUA
CHS Department
CHS Department
College of Business and Public Administration
Econ/IT/DSCI Faculty
Facilities Management
HMS Department
Math Department
OCCS staff
Parking Department
Security
Shacola Generals
Student Rec Center
Women's Caucus

All of the individuals mentioned received an appreciation "goodie bag" compliments of the Quality of University Life Committee. Let's continue to enhance each other's QUL.

Q U L

It's All Around You!

Policy #6027 Employment Eligibility and Verification

All employers are required to verify the identity and employment eligibility of their employees, including students. This policy ensures that the University complies with Federal requirements that all University employees' identity and eligibility to work in the United States are verified.

U.S. Citizenship and Immigration Services requires the completion of the Employment Eligibility Verification (Form I-9) to verify that persons are eligible to work in the United States.

The employee is required to complete Section 1 of the Form I-9 no sooner than a job offer has been accepted and no later than the first day of employment. The appropriate office/representative must complete Section 2 of the Form I-9 and use the Checklist for Completing I-9 Forms.

If the I-9 form and E-verify are not completed properly by the third business day, the University will be subject to penalties and fines up to $1,000.

Therefore, it is imperative that the I-9 forms are completed and sent to Human Resources/Academic Affairs/E1s Processing/International Student & Scholar Services in a timely manner. These offices will access E-verify to complete the verification process.

E-VERIFY

The 2010 General Assembly passed legislation (HB737) requiring all state agencies to use E-verify, an internet-based system that allows an employer to determine the eligibility of an employee to work in the United States. In March 2011, the Governor directed all state agencies to implement E-verify for all new hires effective June 1, 2011. E-verify supplements, but does not replace, the legal mandate to complete the I-9 form. Once the I-9 form is completed, information is entered into the E-verify system and the employee's eligibility to work is confirmed. The system must be completed no later than the third business day of employment (e.g. employee hired on Monday, E-verify information must be entered no later than close of business on Thursday).

Employment

Before any new hire (including students) is authorized to work on campus, all required employment documents must be submitted and approved by the appropriate departments (i.e. Human Resources/ Academic Affairs/E1s Processing/International Student & Scholar Services).

Policy # 2.10 - Hiring Surviving Spouse or Child Preference and National Guard Preference

Effective July 1, 2012, consistent with the requirements of the Va. Code 2.2-2903, the surviving spouse, or child, of a veteran who was killed in the line of duty shall be given preference by the Commonwealth during the selection process, provided that the surviving spouse, or child, meets all of the knowledge, skill, and ability requirements for the available position.

Also, a member of the National Guard shall be given preference during the selection process provided that such National Guard member:

- meets all the knowledge, skill and ability requirements for the available position;
- is presently serving as a member of the Virginia National Guard, and has satisfactorily completed required initial active-duty service.

This preference shall **not** be applied if:

- the position is being recruited as Agency Internal, State Employee Only or
- any other applicant for the position for which the Virginia National Guard member has applied is a veteran or a former prisoner of war.

Teleworking

The intent of teleworking is to promote a means of achieving administrative efficiencies (e.g. reducing office and parking space), reducing traffic congestion and transportation costs, supporting continuity of operations plans, and sustaining the recruitment and retention of highly qualified workforce by enhancing work/life balance.

Management is responsible for managing the University's affairs and operations. Therefore, management, in consultation with the Department of Human Resources, has the discretion to:

- designate positions for regular or intermittent telework;
- and designate and approve employees for telework.

In making decisions about which positions are appropriate to designate or approve for telework, management, in consultation with the Department of Human Resources, will analyze the duties of positions and how the work is performed. Generally, the following types of positions that may be appropriate for telework are those that:

- require independent work;
- require little face-to-face interaction;
- require concentration;
- result in specific, measurable work products; and
- can be monitored by output, not time spent doing the job.

The Department of Human Resources, in consultation with managers, will identify broad categories of positions that are ineligible for telework. The Department of Human Resources will maintain a list of these positions along with the appropriate justification as to why the positions are ineligible. For example, direct service and place-specific positions such as police officer, grounds worker and housekeeping worker positions are ineligible.

In order to telework, an employee must do the following:

- Complete a telework agreement form and submit it for approval
  - By signing a Telework Agreement Form, the employee agrees to safeguard State and University information used or accessed while teleworking and comply with all related Office of Computing and Communication Services information technology policies, including required training;
  - An employee cannot begin teleworking until the Telework Agreement Form has been approved through the required management steps and Human Resources.
- Review the Campus Virtual Private Network (VPN) Access Procedure and complete the OCCS Universal Account Request form.
- Submit forms to the Technical Support Center in Webb Center or to the main office on the 4th floor of the Engineering and Computational Sciences Building.
- Once registered by OCCS, complete the **Remote User Training Course** required by OCCS. The course must be completed before VPN access is granted. Employees who plan to use University equipment from home must complete the Equipment Use Authorization Form.

The now upgraded Learning Management System (LMS), the Old Dominion University Knowledge Center (KC) provides a wide variety of ODU and State employee training.

Explore our Knowledge Center!

Visit our information page at at http://www.odu.edu/ao/humanresources/training/kcupgrade062012.shtml . ***If you have any questions about the KC email us at***: odukc@odu.edu or contact our Administrators: Ray Gata, (757) 683-5139 | Thasheena Cutno, (757) 683-3082 | Cheryl Foreman, (757) 683-4316

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