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Human Resources is pleased to announce the 2018 University Staff Dream Fund program. Privately funded through an Educational Foundation Endowment and first launched in 2008, this program provides monetary awards and/or paid time off for full-time Classified staff and Administrative and Professional faculty members to fulfill a long-held dream. Some examples are pursuing studies in an area unrelated to work, traveling to another country, or visiting family far away. Proposals are initially reviewed by the Screening Committee with representatives from Administration and Finance, Academic Affairs, Student Engagement and Enrollment Services, University Advancement, HACE, AUA, and Athletics. Then, a Selection Committee, comprised of the VP for Advancement, VP for Human Resources, and the Employee Relations Manager, will select the Staff Dream Fund recipient(s) based upon merits of their proposal, past service, and their promise of future service to ODU. The award(s) will be announced in late spring and made available in July.

Eligibility:

- Full-time Classified staff and Administrative and Professional faculty
- Minimum of five consecutive years of full-time ODU service
- Satisfactory or higher performance evaluations
- No active disciplinary actions
- State recognition policies apply

Proposals are due to the Department of Human Resources by **Friday, May 11, 2018**. A description of the program, including guidelines and proposal form, are available on the [Staff Dream Fund webpage](#).

Proposal Packets must contain:

- A completed online proposal (link below) which includes:
  - A thorough description of the dream and the reasons for it *(Please note: Awards are not intended to address personal.financial hardships, emergencies or job-related professional development.)*
  - A budget/financial plan for achieving the dream
  - A statement of intent to remain at Old Dominion University for the foreseeable future
- Letter of support from a direct supervisor indicating the candidate is a valuable and meritorious employee
- Letter of support from an Old Dominion University colleague

[CLICK HERE TO BEGIN YOUR PROPOSAL](#)
Welcome New HR Team Members

Kathy Meredith
Executive Assistant to the Vice President

Kathy began her employment at ODU in 2005 as a Program Manager for the Women’s Studies Department and the Institute of Humanities. In 2009, she assumed the position of Assistant to the Dean and Office Manager for the College of Arts & Letters. During this time, Kathy also served two terms as HACE President. In 2017, Kathy moved to Norfolk State University to perform project work for the Provost’s Office. In December of 2017, she returned to ODU as the Executive Assistant to the Vice President for Human Resources, where she is enjoying her new responsibilities and pleased to be a part of the HR team. In her leisure time, Kathy enjoys spending time with her family, especially her granddaughter.

Jerry Dye
Employee Relations Manager

Jerry joined the HR department in January 2018 and serves as the Employee Relations Manager. A native of Oklahoma, he majored in Business Administration at the University of Central Oklahoma. He holds the professional certification of SHRM Senior Certified Professional. Jerry has held positions of senior human resources leadership within various international and domestic Fortune 500 companies. Prior to joining ODU, he served as the Area HRIS Manager for Zim Integrated Shipping Services, a global cargo shipping company, where he was responsible for overseeing HRIS operations for the organization’s entities in North America, South America and the Caribbean as well as leading various associated HR initiatives.

Jerry enjoys spending quality time with his wife, Barbara, and their two sons and families. His hobbies include watching University of Oklahoma Sooners football games, gardening, wood working, flying stunt kites, playing golf and competing in fencing tournaments with a specialization in epee’ swords.
The newest member to join the HR team is Esther Dodge. Esther has been with the university since 2009. Prior to joining the HR team she worked in the Office of Finance and in ITS supporting the Payroll and HR systems. Esther has a Bachelor’s degree in Information Systems from Strayer University and she brings over twenty years of systems and project management experience to the role. Esther loves riding motorcycles with her husband and spending time with her family.

SAVE THE DATE
2018 EMPLOYEE ICE CREAM SOCIAL

Sponsored by the Quality of University Life (QUL) Committee

Wednesday, May 16th
11:00 A.M. – 1:00 P.M.
North Cafeteria, Webb Center
The New E3 School Open House

The New E3 School, Elevated Early Education, offers Old Dominion University faculty, staff and students a 10% discount. A standard registration process applies, and you must have a university ID to be considered for the discount. For additional information about the school please visit their website at WWW.NEWE3SCHOOL.ORG, or tour their state-of-the-art facility located at 2901 Granby Street.

The discount arrangement with the New E3 School is not intended to compete with the University’s Children’s Learning and Research Center whose mission is to offer the highest quality early education for the children of ODU faculty, staff, students and the metropolitan Hampton Roads community.

YOU ARE INVITED
OPEN HOUSE!

WHO
Parents, Families and Children ages 1 to 5

DATE
Saturday, April 21st

TIME
10:00 am – 12:00 pm

LOCATION
The New E3 School, 2901 Granby Street in Norfolk (Next door to the Y)

RSVP
Stephanie Sager, Director of School at ssager@newe3school.org

We have reinvented early education!
Visit our state-of-the-art school to learn more about what sets us apart from the rest!

www.newE3school.org |
Soon Administrative/Professional Faculty and Hourly position compensation and classification actions may be submitted and tracked in PAPERS for position description updates, redefinitions, and establishment of new positions. This functionality is already available for Classified Staff actions.

So stay tuned, we will be announcing an effective date for this classification/compensation service in PAPERS for Administrative/Professional Faculty and Hourly position actions later this year.

For now, hiring managers should continue to email electronic versions of position descriptions and compensation and classification actions that have been submitted.

**HIRING MANAGERS:** PLEASE ENSURE ADMINISTRATIVE/PROFESSIONAL FACULTY POSITION DESCRIPTIONS ARE CURRENT AND SUBMIT ELECTRONIC COPIES OF THESE DESCRIPTIONS TO NADINE FAULCON-JOHNSON AT NFAULCON@ODU.EDU. IF YOU HAVE QUESTIONS, PLEASE CALL NADINE AT 683-3067.
Benefits Walk-In Office Hours
Tuesdays, Wednesdays and Thursdays
9:00 am to 4:00 pm

Outside of these times please make an appointment to ensure that one of our benefits representatives is available to meet with you. To schedule an appointment, contact one of the following Benefits team members:
Megan Alston at 757 683-4196 or malston@odu.edu; Anna Marcano at 757 683-4237 or amarcano@odu.edu; Brenda Johnson at 757 683-3051 or bmjohnso@odu.edu

Retirement consultation is available on Tuesdays, Wednesdays and Thursdays by appointment. Contact Marcha Schriver at 757 683-5105 or mschrive@odu.edu

Affordable Care Act Regulation for Higher Education Re-Employment
IRS rules and Affordable Care Act regulations dictate parameters for re-employment, which includes a 26 week break in service. This mandatory break applies to Classified staff, as well as Teaching and Research and Administrative and Professional faculty members.

The Virginia Retirement System’s requirements for individuals returning to a wage position after retirement are:

- Employee may not return to a position that provides retirement benefits.
- Employee may not return to the same position or a position that was identical prior to retirement.
- Employee may not return to any position that was pre-arranged prior to retirement.
- Employment is limited to a temporary period.

Please contact bmjohnso@odu.edu or mschrive@odu.edu if you have any questions.
The Summer 2018 Employee Tuition Assistance Application Deadline is 5:00 pm, Tuesday, May 1, 2018.

A completed application must be received by the Department of Human Resources prior to the deadline. Proof of course registration does not have to be attached to the application, but participants must be registered for the indicated courses by the application deadline. If a participant is not registered for the indicated courses by the application deadline, the tuition assistance request for the course(s) may be denied.

Summer Tuition Assistance is only available for eligible Classified staff, Hourly staff, Administrative and Professional faculty and Teaching and Research faculty.

The Tuition Assistance Program is not offered for dependents and spouses during the Summer Semester. Eligible employees may receive Tuition Assistance for up to three (3) credit hours at the ODU in-state tuition rate. The current income cap for Tuition Assistance programs is $89,000.00.

For information on eligibility, maximum credit hours, and program specifics please read the policy at:
http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6400.pdf.
Applications are available on the Human Resources forms page at:
http://www.odu.edu/facultystaff/employeeservices/benefits/tuition-assistance.

For planning purposes, the fall 2018 semester application deadline for employees, spouses, and dependents is Wednesday, August 1, 2018 by 5:00 p.m.

*If an employer pays more than $5,250 in tuition assistance benefits for an employee during the year, the employee must pay tax on the dollar amount over $5,250. This amount will be included in Box 1 on the W-2 Form.
Human Resources Forms
Human Resources forms may have changed since you last used the one saved in your directory. Please check the HR website for the most recent form.

Revised I-9 Form
As of September 18, 2017, you should be using the Form I-9 with the revision date of 7/17/17. The revised form is located on our web page under forms/I-9, employment eligibility verification.

Keep Your Emergency Contact Up to Date
It’s important to keep your contact information up-to-date in case of an emergency. Please go to Leo Online to make any necessary updates to your profile.

CoVA Exit Survey
The Commonwealth of Virginia has launched an exit survey for Classified employees who are resigning from employment with the Commonwealth of Virginia. The purpose of the exit survey is to obtain a better understanding for employee turnover and to identify opportunities for addressing turnover.

The Commonwealth has engaged a third-party vendor, Mercer | Sirota, to administer the exit survey. The vendor will collect exit survey responses and only provide summary results to the Commonwealth. All individual survey responses are confidential.

Mercer | Sirota will send emails or post cards to Classified employees who have resigned from employment with the Commonwealth in the month following the resignation. Emails will be sent to employees’ personal email addresses and post cards will be sent to home addresses. The emails will contain a unique link for the survey to be completed and postcards will include a website link and passcode. The survey can be completed using a mobile device or computer. A paper survey can be requested from Mercer | Sirota if these options are inaccessible. The exit survey should take 5 - 10 minutes to complete.

The feedback provided from resigning employees is important and valuable for the Commonwealth to better understand and address challenges that may exist. See the Frequently Asked Questions for more information.

If you have any questions regarding this process please contact Pam Harris at 757-683-5131 or pharris@odu.edu.
Managers and supervisors sometimes face unique and challenging employee circumstances which may leave you feeling unprepared or unequipped to handle these situations. Not being familiar with appropriate steps to proceed in these instances can cause a myriad of issues and possibly result in financial impact to the University. For this reason, we are offering guidance to assist management with a few critical employee matters that must be appropriately handled when they occur.

**Timely Reporting of Separations**

It is imperative that proper notification is immediately forwarded to Human Resources and Payroll once an individual has separated their employment with ODU, whether voluntary or involuntary. Failure to do so could result in overpayment to the employee. This notification should occur by forwarding the letter of resignation accepted by the supervisor or a copy of the signed letter of separation issued to the employee upon departure to Pam Harris in Human Resources.

**Worker’s Compensation**

Workers compensation insurance is required by state law for most employers and was established to provide specific benefits to workers injured in the course of their work and to provide employers with protection from civil suit for work related injuries.

Work related injuries must be reported immediately to the HR Benefits group after seeking medical treatment, if necessary. All lost time resulting from a work related injury must be recorded accordingly to Payroll. Failure to properly report work place injuries and lost time, if any, may result in monetary penalties to the University and potential lost wages and/or benefits to the employee.

Should you have any questions, please contact the HR Benefits Group at 757 683-3042.
Family Medical Leave Act (FMLA)

The following is a brief explanation of coverage eligibility and other basic guidelines for consideration when handling Family Medical Leave Act (FMLA) requests:

- Eligible employees are entitled to 12 work weeks of job-protected unpaid leave under the Family and Medical Leave Act. Reasons for such leave include pregnancy and childbirth, caring for a newborn or newly adopted child, an employee’s serious health condition, and the serious health condition of an employee’s spouse, child or parent. Immediate family members of active duty military personnel may qualify for medical leave up to 26 weeks for certain situations.

- Employees must work for a covered employer for at least 1,250 hours during the 12 months preceding their application for medical leave under FMLA, according to the U.S. Department of Labor. Employers may require employees to substitute paid leave, and employees are subject to established leave policies. Leave may be taken all at once, or it may be taken intermittently, depending on the situation.

- Employers may not interfere with employees using FMLA leave or deny them the rights or protections guaranteed within it.

For assistance with FMLA matters, please contact the HR Benefits Group at 757 683-3042.
Administrative Professionals’ Week 2018 is Recognized Monday, April 23rd through Friday, April 27th

Administrative Professionals’ Day is Wednesday, April 25th.

This week is a perfect opportunity to plan an activity or event to express appreciation to those valued employees who provide administrative support. Larger departments may want to plan one activity for all of the administrative staff; smaller units may be able to do something on an individual basis.

Some ideas include:

- Host a potluck luncheon – food provided by supervisors/faculty in the department.
- Prepare a personalized greeting card for each administrative employee.
- Bring in some sweet treats or basket containing assorted edibles for your administrative professionals.
- Take your administrative professional(s) out to lunch.
- Spend a few minutes expressing gratitude for the contributions they have made, making sure to cite specific examples.

If you have any questions or need additional suggestions, please call Jerry Dye at 683-3046.