



ODU

August 28, 2024

HR Minute

Welcoming New Monarchs: Meet the New Faces in Human Resources



Meet Our New Spong Hall Colleagues

Pictured from left to right: Danielle Calhoun, Erika Sage, Tiffany Salazar, Megan Alston, Aimee Bader and Chela Armistead.



Meet Our New Waitzer Hall Colleagues

Pictured from left to right: Heather Singleton (Occ. Health), Billy Criswell, Matthew Schenk, Devin Arthur, Lee Butler, Brie Sanders and Colby Kravchak. Not pictured: Jessica Foster.



Ways to Contact Us

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 HRDept@odu.edu

 757-683-3047

 VHS-HR@odu.edu



Retirement, FMLA, EAP, Open Enrollment

benefits@odu.edu



Employee data reporting, HRIS Banner and PAPERS

hrrsystems@odu.edu



Classification and compensation related issues

hrcompclass@odu.edu



Performance evals, conflict resolution, recognition

employeerelations@odu.edu



Professional development & learning opportunities

hrtraining@odu.edu



Recruitment & employment support

HRRecruitment@odu.edu



For ADA Accommodations and Salary Equity

equityanddiversity@odu.edu



Employment Verification

HRVOE@odu.edu



Policy #6060 Separation Process for Faculty and Staff

The purpose of this policy is to ensure the timely notification and processing of faculty and staff separations from employment. Supervisors are responsible for immediately notifying Human Resources (HR) concerning the separation of faculty and staff. Notification must occur no later than one workday upon the hiring supervisor's receipt of this information. The employee is responsible for providing written notification to include an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work.

If an employee wishes to rescind the separation notice, the employee shall send a written request to withdraw the separation notification to the hiring supervisor and HR. The hiring supervisor shall forward the request to withdraw to the hiring supervisor's vice president. The vice president shall decide whether to approve the request to withdraw the notice of separation. The vice president shall notify the employee, hiring supervisor, and HR if the withdrawal request is approved or denied. [Click here for more information on Policy 6060.](#)

University Policy 6501 Updates: Religious Accommodations

As of July 1, 2024, all employees are now subject to the new institution-wide Religious Accommodations Policy which outlines the interactive process available to those seeking accommodation for religious reasons. For more information about the policy, and how to request an accommodation, [visit the Office of Institutional Equity and Diversity \(OIED\) website](#). The new form also captures the necessary information and allows for the choice of either ADA or religious accommodations. This information will then be routed to OIED for intake and to begin the accommodations process. Clinical employees will have their accommodations requests processed by VHS after intake by OIED. For more information, please email equityanddiversity@odu.edu.

Reminder: Military Leave Policy

Human Resources (HR) and the Payroll Office have collaborated to create an automated process to track military leave. If an employee receives military orders, a copy must be sent to HR for review before loading the military leave in the system. It is imperative that HR receives the orders before any leave is entered into the timesheet to avoid a negative balance and/or docked pay.

For extended orders, please contact the Benefits Unit to discuss your benefits while on active duty. We encourage you to visit our webpage for more information regarding [military leave](#).

Please contact Pam Harris at pharris@odu.edu should you have any questions regarding this correspondence.



Develop Your Dominion: O'Reilly Learning Platform

O'Reilly for Higher Education is a rich learning resource for employees and students that is provided for free by University Libraries. You have access to tech and business content from more than 250 publishers - along with videos, courses, and audiobooks on exclusive O'Reilly-produced content from world-renowned innovators and corporate leaders.

Once you are logged in, you can search over 50,000 + plus titles.

If you need more information, contact HRTraining@odu.edu.

[CHECK OUT O'REILLY!](#)



Who are you?

Adding a photo to your directory and Microsoft 365 profile is a great way to help your colleagues recognize and connect with you. A photo adds a personal touch and makes it easier for others to put a face to a name, fostering a sense of familiarity and trust. It enhances communication, promotes team spirit, and makes collaboration smoother and more effective. By sharing your photo, you're taking a step toward building stronger professional relationships and a more cohesive work environment.

To update your directory profile photo, visit www.odu.edu/directory. In the top right box labeled "Faculty/Staff Directory Info," click on "Monarch Profile Manager." Use your MIDAS ID to log in and update your profile. Once logged in, click the pencil and paper icon to edit your picture. Email hrdept@odu.edu with questions.

Employee Discounts



The new Commonwealth of Virginia Employee Discounts Marketplace, offers a wide variety of local, regional, and national deals.

Explore the savings now: [Access the Marketplace.](#)



CUPA-HR Membership

We are excited to announce that ODU has an institutional membership with CUPA-HR, the College and University Professional Association for Human Resources. CUPA-HR is a national organization that provides valuable resources, networking opportunities, and professional development for HR professionals in higher education.

If you're interested in taking advantage of these benefits and becoming a member, please email hrdept@odu.edu. We'll be happy to get you signed up!

Explore what CUPA-HR has to offer and join us in advancing our HR practices at ODU.

For more information about CUPA-HR, click here: www.cupahr.org

Wear ODU gear Aug. 30!

Let's celebrate our school spirit on August 30th for National College Colors Day! This day encourages everyone to proudly wear their college colors and celebrate the pride we have in our institution.

Wear your ODU colors, and let's make campus vibrant with Monarch pride! Don't forget to share your photos and use the hashtags #ODU #CollegeColorsDay to spread the spirit far and wide.

Thank you for reading!

Your feedback is important to us. If you have any thoughts or suggestions for topics you'd like to see in future editions, we'd love to hear from you. Please feel free to email us at HRDept@odu.edu.