



# TABLE OF CONTENTS

## Introduction

### I. OVERVIEW OF THE UNIVERSITY

- History
- Mission of the University
- Major Goals of the University
- Code of Ethics
- Equal Opportunity Statement
- Monarch Creed
- Administrative Organization
  - The Board of Visitors
  - President
  - Provost and Vice President for Academic Affairs
  - Chief Operating Officer
  - Vice President for Human Resources
  - Vice President for Research
  - Vice President for Student Engagement and Enrollment Services
  - Vice President for University Advancement
- Academic Organization
  - Colleges and Departments of Instruction
  - College of Arts and Letters
  - Strome College of Business
  - Darden College of Education
  - Frank Batten College of Engineering and Technology
  - College of Health Sciences
  - College of Sciences
  - College of Continuing Education
- University Governance
  - Consultative and Deliberative Bodies
- University Organization Chart
- Types of Employment

### II. ADMINISTRATIVE AND PROFESSIONAL FACULTY

- Administrative and Professional Faculty Policy
- Administrators Returning to Faculty Positions
- Certification of Faculty for Graduate Instruction
- Compensation and Human Resources Administration Plan
- Pay Practices
- Faculty Incentive Options Policy
- Extra Compensation for Administrative and Professional Faculty with Faculty Rank

### III. WORK SCHEDULE

- Hours of Work
- Alternative Work Schedules
- Telework
- Inclement Weather and Emergencies

### IV. LEAVES OF ABSENCE

- Annual Leave Policy
- University Sick Leave Policy
- Virginia Sickness and Disability Program
- Family and Medical Leave Act
- Civil and Administrative Leave
- Recognition Leave
- Military Leave

- School Assistance and Volunteer Service Leave
- Bone Marrow and Organ Donor Leave
- Emergency/Disaster Leave
- Leave Without Pay
- Leave Recordkeeping
- Holidays

V. PAYCHECK INFORMATION AND PAYROLL DEDUCTION

- Pay Schedule
- Direct Deposit
- Income Tax Withholding
- Social Security Tax
- Child Support Withholding Disclosure
- Liens and Garnishments

VI. BENEFITS

- Mandatory Retirement and Group Life Insurance Benefits
  - Virginia Retirement System Defined Benefit Plan
  - Defined Contribution Plan – Optional Retirement Plans
  - Virginia Retirement System Group Term Life Insurance
- Optional Benefits through Payroll Deduction
  - Health Insurance Benefits
  - Pre-Tax Health Care Premium Program
  - Flexible Spending Accounts
  - Tax Sheltered Annuities
  - Deferred Compensation Plan
  - Employer Cash Match Program
  - Optional Life Insurance
  - Short-Term Disability Insurance
  - Long-Term Disability Insurance
  - Personal Accident Insurance
  - Long-Term Care Insurance
  - Prepaid Legal Assistance Plan
  - Pre-Tax Parking Fee
  - Changing Beneficiaries
- Workers' Compensation
- Unemployment Compensation
- Liability Insurance
- Personal Property Insurance
- Additional Benefits
  - Fee Waivers
  - Tuition Assistance Policy
  - Institutional and Individual Memberships in Professional or Civic Organizations or Social Clubs

VII. PROGRAMS AND SERVICES

- Association of University Administrators
- Employee Relations
- Training and Organizational Development
- Employee Suggestion Program
- Employee Assistance Program
- Work/Life Programs
- University Identification Card
- Human Resources Newsletters
- Additional Services on Campus

VIII. RESPONSIBILITIES

- Service Standards
- Status Changes

## Academic Functions



## BACKGROUND

Old Dominion University is located in Hampton Roads, one of the world's major seaports. Since the early seventeenth century, Hampton Roads has been the state's gateway to the rest of the world and the world's gateway to Virginia in commerce and industry, in recreation and culture, and in national security. Now a complex of seven major cities, it is a microcosm of the opportunities and challenges of contemporary urban America. It is also a major center for research and development and a home for extensive scientific and technological activities in marine science, aerospace, ship design and construction, advanced electronics, and nuclear physics.

The university takes its unique character from Hampton Roads as it provides leadership to the state and nation in teaching, research, and 221.996 (a)8496 (e)28.004 ( )-98.2c004 (d)1.99.07 ( )-11.996 (221.992 (h)1.996 (u)2.018 ( )-11.6.3

responsibility to serve the many members of the military services and their families. The military forms a unique combination of national and international constituents because they are from other locales in the United States and are looking to become, among other things, internationally capable in an international environment.

As a center of learning, Old Dominion University is committed to the principle of free inquiry. The university faculty of distinguished teacher-scholars seek to pass on the best in academic tradition while establishing themselves at the forefront of discovery and creativity. As partners in the development of the university's future, the faculty enjoy full academic freedom and have a recognized role in the decision-making process of the university. Mindful of present and future needs for a multicultural academic climate, the university deems recruitment and retention of minority and women faculty members and staff to be essential.

The university is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

The discovery of new knowledge through research and creative endeavor is a central function of Old Dominion University, which values and supports faculty participation in the discovery, synthesis, application and creation of new knowledge and art forms. The institution shall promote and preserve excellence in basic and applied research as a Carnegie Foundation Doctoral Research-Extensive University which is a key production and coordination force in technology development.

The university encourages the involvement of its faculty and staff in community service. The enrichment of the lives of students and residents of Hampton Roads is fostered through university sponsored cultural activities, fine and performing arts events, and intercollegiate athletics. In addition, through applied research, consulting, and other activities, the university plays a prominent role in the development of local business and industry and serves as a resource to government agencies and both public and private educational institutions.

The university seeks in its student body a diversity of age, gender, ethnic, religious, social, and national backgrounds. It actively recruits American minority students along with students from other countries worldwide in such numbers as to have their presence make a discernible impact upon the university's educational processes. Old Dominion recognizes its mandate to serve both the academically gifted and those who have the potential for academic success despite educational, social, or economic disadvantages.

Extracurricular activities and experiences are offered that challenge students to develop a personal system of values, to think and act autonomously, to achieve physical competence, and to establish a sense of their own identity. Other services help students meet educational, personal, and health needs.

Old Dominion University depends on its alumni for advice, leadership, and support. In close collaboration with the university, the Alumni Association provides to former students opportunities to continue their participation in various aspects of university life, to advance their personal and professional development, and to sustain communication and strengthen bonds with their alma mater and fellow alumni.

To evaluate its accomplishments against its goals, a continuing process of systematic assessment is given high priority by the university. Information gained from such efforts is utilized to ensure the highest possible quality for all university programs. The Board of Visitors will conduct a periodic review of the university's mission and major goals in conjunction with representatives of the major university constituencies. The review will ensure that the mission clearly identifies the university's unique role in Virginia's public higher education system and assures that the university is focusing its resources to be the best that it can be in that role to achieve its mission and accomplish the major goals.

## Major Goals of the University

### 1. Students.

Old Dominion University is a selective admission institution. The university strives to serve those students in the immediate geographical area as well as attract students from the national and international communities. Additionally, the university seeks to attract and serve a culturally and ethnically diverse student body. The university pays particular attention to identifying and admitting students who are academically gifted. As a major metropolitan university, Old Dominion University has a special commitment to serve those students who have been academically, socially, or economically disadvantaged, but who have the potential for academic success.

university is committed to strengthening its faculty through the recruitment and retention of minorities and women.

3. Academic Programs.

**UNDERGRADUATE PROGRAMS.** As a comprehensive university, Old Dominion University offers and develops quality liberal arts, science, technology and professional programs. Old Dominion University undergraduate students follow a general education program that emphasizes intellectual skills and the breadth of intercultural understanding necessary for personal growth and achievement and responsible citizenship. All Old Dominion University degree programs meet national standards of excellence.

**GRADUATE PROGRAMS.** Old Dominion University's graduate offerings are focused on society's need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. In selected graduate programs, the university aspires to international leadership.

**SPECIAL EMPHASIS AREAS.** Because Hampton Roads is a major international maritime and commerce center that is Virginia's window to the nation and world, the university has a special mission for the Commonwealth in commerce, and in international affairs and cultures. With the principal marine and aerospace activities of the Commonwealth concentrated in Hampton Roads, the university has a significant commitment to science, engineering and technology, specifically in marine science, aerospace and other fields of major importance to the region. Due to its location in a large metropolitan area, Old Dominion University places particular emphasis on urban issues, including education and health care, and on fine and performing arts.

4. Teaching.

Old Dominion University is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

5. Research, Scholarship and Creativity.

Old Dominion University is a center of learning committed to the principle of free inquiry. The university seeks to participate in the acquisition, discovery, synthesis, application, and creation of new knowledge and art forms through research, scholarly endeavor and creative undertakings by faculty and students. In selected areas of research, scholarship and creativity, the university strives for international recognition.

6. Distance Learning.

As a national leader in the field of technology-delivered distance learning, Old Dominion University is committed to providing academic programs to a diverse national and international population. The university seeks partnerships and alliances that will facilitate delivering those programs to place-bound students.

7. Life-long Learning.

Old Dominion University is committed to the concept of life-long learning, and offers credit and non-credit courses throughout the region. The university seeks to develop off-campus centers to bring educational services and programs to the citizens of the region. Because of the major Armed Forces presence in Hampton Roads, the university is particularly cognizant of its responsibility to serve members of the military services and their families.

8. Community Service.

Community service is an important part of the university's mission. Particular importance is attached to the enrichment of the lives of students and residents of Hampton Roads through university cultural activities, fine and performing arts events, and recreational, intramural and intercollegia.007 (ek12.007 (H)10 (a)2.007 (m)-37.00h)28.00

11. Quality.

## Monarch Creed

Old Dominion University is an academic community committed to education, scholarship and the overall development of the individual. The Monarch Creed establishes a model of conduct for our members.

## Administrative Organization

### The Board of Visitors

The Board of Visitors has the power to control and to expend the funds of the University and any appropriation made to it, the power to make all policies and procedures concerning the University, the power to appoint a President who shall be the University's chief executive officer and to appoint all of the University's faculty, staff, and agents and fix their salaries, the power to fix tuition, fees, and necessary charges for University students, the power to confer degrees, and all other powers necessary to direct the affairs of the University consistent with applicable statutory provisions and general laws of the State.

### President

The President is the chief academic and administrative officer of the University. Reporting to the Office of the President are the Provost and Vice President for Academic Affairs, the Chief Operating Officer, the Vice President for Administration and Finance, the Vice President for Human Resources, the Vice President for Research, the Vice

addition, the Vice President for Research serves as the liaison with the Old Dominion University Research Foundation and Federal, State, local and industrial entities and has administrative responsibility for research compliance (to include animal use, bio-safety, conflict of interest, export control, human subjects, recombinant DNA, and research integrity), research development, licensing and patents, the Animal Facility, the Orchids Conservatory, the Frank Reidy Research Center for Bioelectrics, the Virginia Coastal Energy Research Consortium, and the Virginia Modeling, Analysis and Simulation Center.

## Vice President for Student Engagement and Enrollment Services

The Vice President for Student Engagement and Enrollment Services is responsible to the President for the development, implementation, communication, and maintenance of an institutional focus on student success, which includes enrollment management. The Vice President has administrative responsibility for Admissions, which includes International Admissions, the Career Management Center, the Center for Major Exploration, Educational Accessibility, Enrollment Management, Financial Aid, Housing and Residence Life, Intercultural Relations/International Student Programming, New Student and Parent Programs/Preview, Recreation and Wellness, Student Activities and Leadership, Student Conduct and Academic Integrity, Student Engagement, Student Health Services, Student Ombudsperson Services and the Women's Center.

## Vice President for University Advancement

Strome College of Business and Public Administration

## College of Sciences

The College of Sciences includes the departments of Biological Sciences, Chemistry and Biochemistry, Computer Science, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, Physics, and Psychology. All departments in the college offer one or more Ph.D. programs. In particular, the college offers the Ph.D. degree in Applied Experimental Psychology, Biomedical Sciences, Chemistry, Computational and Applied Mathematics (Applied Mathematics option and Statistics and Biostatistics option), Computer Science, Ecological Sciences, Human Factors Psychology, Industrial/Organizational Psychology, Oceanography, and Physics. The Doctor of Psychology (Psy.D.) degree is offered through the Virginia Consortium Program in Clinical Psychology. The college offers the Master of Science degree in Biology, Chemistry, Computational and Applied Mathematics, Computer Science, Ocean and Earth Sciences, Physics, and Psychology. Also, the college has a joint BS-MD program with Eastern Virginia Medical School.

In addition, the college has the following centers: Center for Accelerator Science, Center for Coastal Physical Oceanography, Center for Computational Science, Center for Molecular Medicine, Center for Quantitative Fisheries Ecology, the Mathematics/Sciences Resource Center, and the Pretlow Planetarium.

## College of Continuing Education

The College of Continuing Education and Professional Development was launched in the Spring 2014. The college fosters and supports the University's existing continuing and professional education offerings and will develop and market non-credit workshops, conferences, seminars and certificates, as well as credit-based courses and interdisciplinary certificate programs in collaboration with ODU's six academic colleges. Courses offered will primarily include online offerings, but will also incorporate face-to-face and hybrid learning opportunities. A key component of the college is the creation of certificates and programs that advance employment opportunities, job creation and personal growth for students.

The college is envisioned as Hampton Roads' primary source for advanced workforce development, providing high-quality professional and personal educational opportunities for nontraditional and adult learners, including military-affiliated and career transition learners.

The college offers flexible programs throughout the Commonwealth of Virginia as well as to the national and global community in response to regional, national and international needs. Programs in the new college currently include the programs in Engineering, Education, the English Language Center, the Career Switcher Program, Community Music Division and other programs.

The college is headquartered at the Virginia Beach campus, with courses available both online and live througho oh ths rinR11.9965.003(L)2.007()28.005(d)11.99615.179 209.438 0 Td615.179 188.037 -138 0 T/TT0 13.92 Tf 0 185.337 D1



## II. ADMINISTRATIVE AND PROFESSIONAL FACULTY

(Board of Visitors Policy #1490)

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1490.pdf>

### I. Background

Pursuant to §23-38.88, Eligibility for Restructured Financial and Administrative Operational Authority, subdivision A10 states that “public institutions of higher education shall be allowed to establish policies for the designation of AP faculty positions at the institution pursuant to the conditions and provisions provided in subsection E of §2.2-2901.” These designations shall be reserved for positions that require a high level of administrative independence, responsibility, and oversight within the organization or specialized expertise within a given field as defined by the Board of Visitors.

### II. Definitions for AP Faculty

Administrative faculty require the performance of work directly related to the management of the educational and general activities of the institution, department or subdivision. Incumbents in these positions should exercise discretion and independent judgment and generally direct the work of others.

Qualification criteria:

- x must perform the duties and responsibilities associated with this category 50 percent or more of the appointment time;
- x must have advanced degree; or training and work experience at a level which equates to an advanced degree;
- x must regularly exercise discretionary actions;
- x the organization reporting relationship normally must not go lower than three (3) levels below the president.

Requests for any exception to these criteria must be made to the president. The vice president for human resources may provide assistance as required by the president.

Professional faculty require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally li02 (m)-36.9ed eral8eran ( )-e

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the president, the Board of Visitors, and the governor. Normally only holders of

- B. Time spent at Old Dominion University in an AP faculty appointment does not count toward the probationary period for tenure. If a non-tenured faculty member accepts a full-time AP faculty post, the time spent in that position is not counted toward the probationary period for tenure.
- C. Tenured faculty members who accept administrative posts retain tenure in their academic departments.
- D. An AP faculty member may request tenure consideration by an appropriate academic department. Such consideration begins with an evaluation by the departmental chair of the training, experience, and performance of the AP faculty member. Thereafter,



## Certification of Faculty for Graduate Instruction

compared to similar university positions or supervisory positions for which there are data in order to gauge market value.

B. Position Descriptions

1. Each AP faculty position will have a position description which will enable Human Resources staff to confirm the position meets the qualifications for one



## TYPES OF PAY PRACTICES

An individual's pay is influenced by external labor markets, internal alignment, sustained employee performance, importance of the position to the department/university, and availability of financial resources (employee value, job value, market value).

1. Starting Pay:

The objective of establishing a flexible starting pay practice is to attract highly skilled and competent job candidates to the university's workforce. The Starting Pay practice is competitive and negotiable. There are situations where the negotiated salary is less than the candidate's current or most recent salary (e.g., geographic salary differences, different competencies for the position, internal alignment, etc.). The hiring manager must document that the appropriate pay factors were considered, especially internal alignment, and that negotiations with the candidate transpired to ensure that an appropriate salary was offered in order to secure job acceptance. For example, offering a starting salary of \$45,000 for an academic advisor in a department where current academic advisors' salaries are \$38,000 could create an internal alignment issue. Hiring managers may consult with Human Resources concerning market data and an acceptable starting pay offer.

2. Voluntary Transfers :

A voluntary transfer is employee-initiated movement to another vacant position comparable in title, duties, responsibilities, qualifications and compensation.

The employee may seek the transfer through the recruitment and selection process or through a non-competitive process. The Office of Institutional Equity and Diversity must approve the waiver for recruitment for a non-competitive voluntary transfer.

There may be circumstances where the negotiated salary for a voluntary transfer is the same or less than the employee's current salary. Pay factors, comparison of the positions in terms of complexity, results and accountability, and budgeted salary are some factors which may affect negotiated salary.

3. Promotion/Title Change :

5. **Temporary Pay:**  
Temporary pay can be provided to an employee who experiences a change in job duties and responsibilities for a specified period of time (i.e., assignment to a special project, reassignment during organizational changes, assuming some additional duties from a higher level vacant position, etc.). Temporary pay should not last longer than six months. Extensions to the six month limit due to exceptional circumstances may be granted by the appropriate vice president.  
When temporary pay is provided for serving in an acting/interim role in a higher level position, the temporary appointment should not last longer than one year. Exceptions to the one-year limit due to extenuating circumstances must be submitted to the president for approval. The submission must also include a recruitment plan approved by the Office of Institutional Equity and Diversity.
6. **Voluntary Demotions :**  
A voluntary demotion is when an employee voluntarily moves to a different position with duties and responsibilities at a lower level than their current position through the recruitment and selection process or through non-competitive means. The Office of Institutional Equity and Diversity must approve the waiver for recruitment for a non-competitive voluntary demotion.  
Typically, there is a reduction in salary for a voluntary demotion based on pay factors, and comparison of the positions in terms of complexity, results and accountability.
7. **Disciplinary or Performance Related Salary Action:**  
An employee's job duties and responsibilities may be reduced as a result of improper conduct or poor performance. This reduction in job duties will also result in a reduction in salary. Salary reductions must be reviewed by Human Resources and approved by the appropriate vice president.
8. **Competitive Salary Offer :**  
Once the critical need to make a competitive offer has been determined, the appropriate vice president, in conjunction with the Budget Office and Human Resources, must approve competitive salary offers. The competitive offer can match the outside offer.
9. **Management Reassignment :**  
This is a management-initiated action. No AP faculty member has a right of continuance in a specific administrative assignment, and any AP faculty member may be reassigned to different responsibilities at any time. Base salary may remain the same or be reduced based on the application of the pay factors.

#### PROCESS AND TRANSMITTAL DOCUMENTS

1. Managers should submit an updated position description, organization chart and the HR-2000 form-Request to Redefine an AP Faculty position to Human Resources' compensation unit for the following pay practices:
  - x Title changes
  - x Salary adjustments based on assumption of new higher level job duties and responsibilities or application of new job-related skills and competencies
  - x Management reassignment (unless move is to an existing vacant position)

The justification on the HR-2000 must address the relevant pay factors in support of the

x Competitive salary offer

No notification should be provided to the employee until the entire approval process has been completed.

3. Temporary pay – Human Resources will coordinate the paperwork with the supervisor and Academic Affairs for appointment in an acting/interim role. The AP Faculty Temporary Pay Form should be used to process temporary pay for special projects and additional duties. Compensation for additional duties outside the regular position description, and performed for another department on campus and outside of the normal work week schedule should be processed on the 4031 form.

## Faculty Incentive Options

Incentive options provide opportunities to recognize and reward a faculty member's contributions to the overall objectives of Old Dominion University and to enhance the recruitment and retention of exceptional faculty.

### TYPES OF OPTIONS

Hiring Incentive - applies to new faculty agreeing to work for a specified period of time. A formal agreement must be executed which includes requirements for satisfactory performance and pay back if terms are not met.

Retention Incentive - applies to current university faculty agreeing to continue to work for a specified period of time. A formal agreement must be executed which includes requirements for satisfactory performance and pay back if terms are not met.

Recognition Incentive - to recognize faculty for exceptional performance, special acts, or innovative ideas. In addition to performance-related incentives, recognition awards may also be provided for employee appreciation and for team accomplishments.

### APPROVAL PROCESS

The president and the vice presidents have the discretion to award incentives to faculty for their contributions to the university. Vice presidents are responsible for submitting nominees to the president for recruitment and retention incentives when warranted.

### PAYROLL -RELATED ISSUES

Incentives cannot be added to the faculty's base pay. Incentives are considered income for the faculty and will be taxed accordingly. The university may not increase incentive totals by the amount of payroll taxes normally deducted from the faculty's pay.

### PAYMENT SCHEDULE

Faculty may choose one of two methods for the payment of the incentive:

1. Lump sum payment.
2. Scheduled payments over a designated number of paydays within the fiscal year.

## Extra Compensation for A P Faculty with Faculty Rank

- I. Philosophy:  
AP faculty with faculty rank are a major component of the university's professional management staff. AP faculty are assigned responsibility for a variety of tasks and programs, including, but not limited to departmental management, committee work and special projects.
- II. Definition:  
Extra Monetary Compensation: Payment from the university above the salary set forth in the AP faculty member's annual notice of appointment.

- III. Policy:
- A. The amount reflected in the annual notice of appointment is the total salary that an AP faculty member shall receive for work directly or indirectly related to his/her administrative position at the university, regardless of the time necessary to complete the work.
  - B. All university AP faculty with faculty rank are exempt from the provisions of the Fair Labor Standards Act.
  - C. AP faculty with faculty rank who provide services which are completely unrelated to their direct and/or presumed administrative responsibilities may receive extra monetary compensation. AP faculty may also receive extra monetary compensation for teaching any credit courses, unless provided otherwise in the position description. The additional compensation must be provided pursuant to an addendum to the administrative letter of appointment, which describes the additional responsibility to be performed and the extra compensation to be paid.
  - D. Any work for which AP faculty will receive extra compensation from an Old Dominion University source requires the advance approval of the AP faculty's vice president and execution of an addendum by the president.
  - E. Remunerative work performed for any employer other than Old Dominion University is governed by the Outside Employment Policy for Administrative and Professional Faculty.

### III. iTj y iT,iTj y

not change the conditions of employment or required compliance with policy. A written Teleworking agreement is required.

The Telework Policy provides information on the requirements, approval process and procedures.

## **Inclement Weather and Emergencies**

When weather conditions or other emergency situations warrant late openings or early or full-day closings of the university, AP faculty are paid for these periods. The Inclement Weather and Emergencies Policy #1020 details the procedure and communication methods concerning official closings that affect the operation of Old Dominion University (classes, academic services, and administrative operations) at its main campus in Norfolk, Virginia, the Virginia Beach Higher Education Center, the Peninsula Higher Education Center, the Tri-Cities Higher Education Center, and the Northern Virginia Center, as well as other off-campus locations in the affected geographic areas.

## **IV. LEAVES OF ABSENCE**

### **Annual Leave Policy**

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and should indicate the timeframe during which the person must use the additional leave time. Written exceptions should be submitted to the Department of Human Resources.

8. In general, those who terminate employment or an administrative assignment will not be compensated for any accrued unused annual leave days that remain when they terminate that employment or assignment. However, in exceptional cases, where the presence of a key employee is required by the university until he/she actually terminates employment, the president may approve a lump sum payout equal to the value of the salary of accrued, but unused, annual leave days. The maximum number of accumulated leave days that may be so compensated is 36 for individuals employed prior to July 1, 1993, and 20 for individuals employed thereafter.

## University Sick Leave Policy

KWWSV ZZZ RGX HGX FRQWHQW GDP RGX RIILFHV ERY SROLFLHV

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of 60, 80 or 100 percent for a maximum of 125 workdays. The exact number of days of each income replacement percentage depends on the AP faculty member's length of state service. (Employees hired on or after July 1, 2009 have a one-year waiting period before short-term disability benefits are available and a different schedule of short-term disability benefits.)

Long-term disability benefits begin after a 180-calendar day waiting period, which begins on the day following the commencement of the disability. Long-term disability benefits provide an income replacement of 60 percent.

The use of leave under the VSDP must be reported on a pay-period basis in Banner Web Time Entry (WTE) by the established payroll deadlines. Please refer to the VSDP Reporting Procedures and the Quick Reference for Employee Self Service - Leave Reports on Payroll's web page.

When an AP faculty member becomes ill or injured, and expects to be unable to work for more than seven calendar days, the Department of Human Resources and the VSDP administrator must be contacted at 1-800-652-

2. Civil and administrative leave is not granted for use by an AP faculty member:
  - x who is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony,
  - x who has received a summons to appear in traffic court (except as a witness), or
  - x who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

- x meet with a teacher or administrator of a public or private preschool, elementary school, middle school, or high school concerning their children, step-children, or children for whom the faculty member has legal custody; or
- x attend a school function in which such children are participating.

Any AP faculty may be granted paid leave under this policy to perform volunteer work approved by any teacher or school administrator to assist a public preschool, elementary school, middle school, or high school.

Faculty must receive approval from their supervisors prior to using volunteer leave. Supervisors may require written verification from an official of the service organization for use of volunteer leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

Supervisors should attempt to approve leave at the time requested by faculty, but have discretion to disapprove leave if it would significantly impact departmental operations.

Supervisors may determine that it is not possible to release certain faculty under this policy, such as faculty in direct care or public safety positions, due to staffing requirements. When adequate, capable back-up staff is readily available, or if it is possible to adjust work schedules, faculty requests should be granted. If they



a 11. AP faculty in VSDP are to report sick leave according to the requirements of the VSDP. VSDP includes

year 1987. Employees must pay (either through withholding or estimated tax payments) 90% of their current year tax liability to avoid penalties.

## Social Security Tax

The contribution rate for employees is 7.65 percent subject to the maximum taxable earnings. For AP faculty earning in excess of the maximum taxable earnings, .09 percent is contributed for Medicare hospital insurance. Each covered employee, regardless of age, must contribute

## Child Support Withholding Disclosure

All new employees are required by Virginia law to disclose whether they are subject to an income withholding order for child support. If an employee is subject to an income withholding order, the university is required to withhold wages according to the terms of the order. The university is authorized to charge a service fee of \$5.00 per remittance of child support payments. All new employees must complete the Child Support Disclosure Form. Falsification or material misrepresentation in the completion of the form may subject the employee to immediate termination. For information, contact the Payroll Office.

## Liens and Garnishments

Tax liens and garnishments must be honored in accordance with the State garnishment law and the federal Wage Garnishment Act. A garnishment or lien is the result of a legal procedure through which part of salary is required to be withheld for the payment of a debt. In accordance with current law, a fee is charged for the costs associated with the collection and disbursement of garnishmentc2.007(f)-12.0(a)2.007(r)-9.002(g)1.9E28.0094( )-11.9896( )-377(r)-9.27.994(e)2(G)71

five-year vesting period, and retirement benefits are based on a formula that includes age, years of service and average final salary. Additional information is available from the university Department of Human Resources or from the Virginia Retirement System.

Upon service retirement, several options for retirement benefits are available at the discretion of the employee. Additional information is available from the university Department of Human Resources or from the Virginia Retirement System. <http://www.varetire.org/>

## Defined Contribution Plan - Optional Retirement Plans

Full-time salaried

## Pre-Tax Health Care Premium Program

AP faculty enrolled in a health care plan and paying a monthly premium are enrolled in the Pre-Tax Program. This



## Unemployment Compensation

AP faculty terminated involuntarily may be eligible for unemployment compensation. Questions concerning unemployment compensation may be directed to the employee relations manager or the Virginia Employment Commission (VEC).

## Liability Insurance

The Commonwealth of Virginia is currently protected under a self-insurance program to provide liability coverage to all agencies as set forth in Section 2.1-191.11 of the Code of Virginia.

## Personal Property Insurance

The university provides no insurance on personal effects of its employees unless the personal property is specifically included in the employment agreement. Any faculty member who wishes such coverage should investigate the addition of a "scheduled personal property endorsement" to his or her homeowner's policy for specific coverage on property kept at the university. In some cases a special "personal articles" floater policy may be preferred in place of an endorsement.

## Additional Benefits

### Fee Waivers for Full-time Faculty, Staff and Dependents

Fees for admission applications and transcripts for full-time faculty, staff, and their dependents are waived.

### Tuition Assistance Policy

(University Policies and Procedures, #6400)

- x Bolster the relationship between AUA and upper-level administrators.
- x Cultivate a relationship between administrative faculty and teaching faculty.

Membership in AUA is open to all persons designated by the University to be full-time or adjunct, Faculty Administrators (FA), Faculty Professionals (FP), General Administrators (GA), General Professionals (GP), now collectively designated as AP faculty, and Classified Employees in Pay Bands 4 and above. In addition, associate membership (all benefits with the exception of voting rights at general meetings and eligibility for executive officer positions) is open to all other persons subscribing to the mission and purposes of the Association. <http://orgs.odu.edu/aua/>

## Employee Relations

Old Dominion University's Department of Human Resources Employee Relations unit provides consultation to employees and managers on human resource concerns. In addition, they can provide information about university and state policies and procedures, recognition programs and mediation services. All assistance is confidential within legal parameters.

## Training and Organizational Development

The Department of Human Resources is responsible for developing and supporting a range of high quality training and organizational development programs. The following services are provided to the campus community:

- X Supervisor training
- X New employee orientation
- X Leadership/management training programs
- X Organizational development initiatives
- X Customized training

Contact the Department of Human Resources, Training and Organizational Development Unit for further information.

## Employee Assistance Program (EAP)

Counseling and referral services are available to employees and their families who are enrolled in the state's health care plan. The EAP can provide confidential assistance when an employee is experiencing personal, family, marital, financial or substance abuse problems that may affect job performance.

Employees and dependents can receive up to four free visits per incident at no cost to the employee.

Employees may refer themselves directly to the EAP or the supervisor may refer them if job performance is a factor. Participation in the EAP does not jeopardize job security. Information about services is available at [anthemEAP.com](http://anthemEAP.com). Phone contact is 855-223-9277.

## Work/Life Programs

Work/Life Programs are designed to improve balance between work and personal life. The ability to juggle work and personal life has become an increasing challenge for employees. The Department of Human Resources has designed the Work/Life Balance web site with a list of available resources to assist faculty and staff and their families. <http://www.odu.edu/facultystaff/employee-services/work-life-balance>

## University Identification (I.D.) Card

A university employee is required to have an identification card, which must be carried while on campus.

A university ID allows an employee to:

- X Buy a faculty/staff parking decal
- X Borrow from the university Library
- X Use the student recreation center for a fee

- X Get a discount at the bookstore
- X Receive free official and unofficial transcripts for courses taken at Old Dominion university
- X Get a discount on university athletic events
- X Purchase a meal plan

An employee may request additional I.D. cards for one adult family member or individual residing in

We adhere to the University's Code of Ethics and demonstrate the spirit of the Code when we treat others impartially. We demonstrate integrity to our students, colleagues, and the community by adhering to University policies, procedures and standards of service and apply them in an equitable and just manner.

**Respectful**

We recognize that everyone has the right to be treated with kindness, dignity and consideration. We strive to demonstrate patience, compassion and concern towards all with whom we come in contact.

**Knowledgeable**

We are responsible for ensuring that we possess the ce,25(e)28.0o728.005( )-275.003(r)-9.00 rne 994en-11.996(25.996(.))TJ 29

If, in the normal course of an employee's duties, the employee finds that he/she would be involved in a potential conflict of interest, directl

7. When authorized outside employment occurs during normal working hours for the university, annual leave shall be submitted and charged for time away from normally scheduled duties.
8. AP faculty are responsible for obtaining supervisory approval for outside employment. Written documentation that describes the nature of the outside employment, the duration of the outside employment, and when the outside employment will be performed must be submitted for approval to the supervisor and the vice president responsible for that area of university activity.
9. The approved documentation should be submitted7(cu)1.996(m)-36.007(d)1607(d)1607mitt(t)-11.996(t(t)-11.U(i)-15(t)-11.si)-



various university constituencies, including faculty, staff, students, alumni, and members of the communities served by the university, as appropriate.

3. The president also is expected to inform the Board in an accurate and timely fashion of the views of various university constituencies and to apprise and educate the Board concerning significant issues, opportunities, achievements, and concerns that have or will confront the university and those constituencies. To aid in that process and in addition to authorized representatives selected b

## Contacting Elected Officials

State employees are not prohibited or restricted in expressing their opinions to state or local elected officials on matters of public concern, and shall not be subject to acts of retaliation because they have expressed such opinions.

Matters of public concern are those matters of interest to the community as a whole, whether for social, political, or other reasons including discussions that disclose any (i) evidence of corruption, impropriety, or other malfeasance on the part of government officials; (ii) violations of law; or (iii) incidence of fraud, abuse, or gross

# Performance Appraisal

1. The appraisal of AP

## Evaluation of Academic Deans

1. Deans are appointed without any term limit expectation or regularly scheduled reappointment review.
2. Deans are evaluated annually during the spring semester for improvement, potential and merit consideration by the provost and vice president for academic affairs.
3. The process of evaluation is the following:
  - a. The dean prepares and submits a report of college achievements and personal professional growth to the provost and vice president for academic affairs.
  - b. College chairs submit performance appraisals of the dean of their college to the provost and vice president for academic affairs.
  - c. Input from all full-time faculty in the relevant college will be solicited by the provost and vice president for academic affairs at least once every three years through a survey form and an opportunity for written comments. This information shall be returned directly to the provost and vice president for academic affairs. A summary of the evaluation results will be distributed by the provost and vice president for academic affairs to the faculty in the college.
4. Criteria for the performance appraisal shall be both generic and specific. Specific criteria relate to a particular administrative unit, e.g., Business and Public Administration, Engineering and Technology, Health Sciences, and will be defined by the unit. Generic criteria shall be common to all deans.
5. The provost and vice president for academic affairs will inform the dean of the appraisals and of the provost's response to the evaluation materials, including constructive criticism.
6. The evaluation results and the dean's reply (if any) will be retained in confidence by the provost and vice president for academic affairs but will be available to the president upon request.



2. Purpose

The purpose of this policy is to provide a formal procedure for the consideration and resolution of grievances for AP faculty, to whom the university's Faculty Grievance Policy is not applicable.

3. Statements of Policy

a. The university recognizes and encourages the use of informal discussions between employees and their supervisors as a means to resolve grievances. This policy is not intended to be used until it is apparent that such informal discussions will not resolve a grievance.

b. This policy shall not supersede, modify, or duplicate other university policies or procedures unless expressly so stated. This policy is not to be used es t T 8d99(u)1.996(n)2. tnother into  
procihe116eu116e

c. "Grievance Panel" means a group of three individuals selected from a committee of ten

statement explaining why the grievant believes that the supervisor's decision should be overruled or modified. Upon receiving a notice of appeal, the senior administrator shall obtain from the supervisor the grievance and all material submitted by the grievant in support of the grievance.

- b. The senior administrator shall review the grievance and the supervisor's decision. During such review, the senior administrator may make such additional inquiry regarding the grievance as he or she deems appropriate. This may include a personal conference or conferences with the grievant, the supervisor, and others.
- c. The senior administrator shall render a written decision on the appeal and furnish copies thereof to the grievant and the supervisor. The senior administrator's decision should be issued within ten days, and must be issued within thirty days of the senior administrator's receipt of it







# University Drug and Alcohol Policy

(University Policies and Procedures #6603)

while attending sporting, entertainment, or educational events. Entry upon the university property described in this section in violation of this chapter is expressly forbidden.  
8VAC65-10-30. Person lawfully in charge.

In addition to individuals authorized by university policy, Old Dominion University police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon university property while possessing or carrying weapons in violation of this chapter.

## Firearms, Weapons, and Certain Related Devices

(BOV Policy #1013 )

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1013.pdf>

In the course of pursuing its mission as an institution of higher education of the Commonwealth of Virginia, Old Dominion University seeks to provide a safe and secure environment for its students, faculty, staff, and all others coming on campus. This policy regulates use of privately owned firearms, and prohibits firearms, related devices and weapons on campus to the extent permitted by law.

## Sexual Misconduct Policy

(University Policies and Procedures, #4600)

<http://www.odu.edu/content/dam/odu/policies/university/4000/univ-4600.pdf>

The purpose of this policy is to foster an environment at Old Dominion University free of sexual misconduct. This policy defines sexual misconduct, disciplinary action for policy violations, and resources for victims of sexual misconduct.

## Stalking Policy

(University Policies and Procedures, #4601)

<http://www.odu.edu/content/dam/odu/policies/university/4000/univ-4601.pdf>

The purpose of this policy is to prohibit stalking, outline the procedures for reporting and adjudicating stalking, and provide information on support services and resources for victims of stalking.

# X. RECORDS MANAGEMENT

## Privacy of Records

The Department of Human Resources maintains personnel files on AP faculty and personnel files are the property of the Commonwealth of Virginia. All record maintenance and access shall be in compliance with the Commonwealth's Department of Human Resource Management DHRM Policies 6.05 and 6.10 , the Virginia Freedom of Information Act, Privacy Protection Act and the Library of Virginia Records Retention Schedules found at this website: ([www.lva.virginia.gov/agencies/records/retention.asp](http://www.lva.virginia.gov/agencies/records/retention.asp)).

An employee has the right to view his/her records by presenting his/her university identification card. Personnel records may be viewed any time during normal business hours without an appointment; however, an advance phone call will facilitate the retrieval and availability of the record.

Access to individual records will be granted to any person in the individual's supervisory chain as well as to any university official having a bona fide requirement for access.

## Reference Checks

The Department of Human Resources will provide employment verification on current and former employees. Such verifications are limited to confirming/providing job title, dates of employment and salaries (as allowed under the Virginia Freedom of Information Act). Information regarding performance, attendance and other employment factors will not be released without written permission from the employee or former employee.

XI.

Reasonable advance notice of resignation for classified employees is at least two weeks or longer for professional level positions. AP faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Old Dominion University.

Upon being notified of an employee's intention to resign, the hiring supervisor shall request the written resignation. On the bottom of the document, the hiring supervisor should note the date the resignation was received, sign his/her name acknowledging receipt, and submit the document to the Department of Human Resources immediately. Hiring supervisors are also advised to telephone or email the Department

Retirees may work on a part-time basis for the university after retirement but certain restrictions may apply. If you are interested in working part-time during retirement, you should contact the benefits manager in the Department of Human Resources for further information.

## APPENDIX

Guidelines for Appointment and Promotion of Librarians

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1480.pdf>