



HR UPDATES

**VT PARTNERS
WITH RAINBOW
RIDERS**

VT Work/Life Resources is pleased to note that the University's partnership with Rainbow Riders Child Care Center is proceeding as planned. The new Rainbow Riders facility, of which 60% of the slots are guaranteed to VT faculty, staff and graduate students, is expected to open by the start of the Fall 2009 semester. For more information, visit <http://www.worklife.vt.edu/>, & click on the tab for parents or call 540-231-3213.

**IS YOUR VT ALERT
CONTACT INFO UP
TO DATE?**

VT's Emergency Notification System sends out critical information when emergencies or weather-related closings or warnings occur on the Blacksburg campus. VT Alerts is the component of the Emergency Notification System intended to reach mobile devices, such as a cell phone. To subscribe, please visit: www.alerts.vt.edu.

2009 Open Enrollment: Health Insurance & Flex Plans

The plan year for Virginia Tech's health insurance and flexible reimbursement accounts is July 1 through June 30. Every spring employees have the opportunity to make changes to their health insurance and enroll or reenroll in the flex plan. This year's "Open Enrollment" will be April 15 through May 15. The State Department of Human Resources Management will be mailing open enrollment information out to all employees the week of April 13. All changes and new premiums will be posted at www.vt.hr.edu starting on April 15. Human Resources will send out information via email and campus mail regarding campus information sessions starting the week of April 13.

If you wish to enroll or **CONTINUE** your Medical and/or Dependent Care Flexible Reimbursement Account you **MUST** take action during the open enrollment period. If you do nothing, your health insurance plan will continue, but your flexible reimbursement plan will discontinue. If you are currently enrolled in a flexible spending account, you must spend your flex money by June 30...or you **WILL LOSE IT**. If you haven't received your information via mail by April 20, please contact the HR Service Center at 540-231-9331.

Performance Plan Update

It is now April and all staff employees should have a copy of their performance plan for the October 2008 – October 2009 Performance Review Period. The originals should be kept by a designated person in each department or with the HR Manager for the Senior Management area. If you are a staff employee (classified or university) and you don't have a copy of your performance plan, please let your HR representative know.

Wellness Seminars Available to All Departments

Wellness 'The quality or state of being healthy in body and mind'

Team 'a number of persons associated in some joint action'

Relationship Issues, Emotional Health, Physical Wellness, and Financial Management were the topics presented to employees of VT Dining Programs in early January by the newly formed Virginia Tech Wellness Team. The team, which includes representatives from Human Resources, the Women's Center and VA Cooperative Extension, believes that wellness takes many forms 'in body and mind'. With this in mind, a variety of programs have been developed to help employees work through home and workplace stressors. The Wellness Team is happy to work with supervisors to present these programs or to design others that will meet the needs of a particular department. Please contact Cathy Jacobs, cjacobs@vt.edu or (540) 231-3213 for more information.

2009 Restructuring Open Enrollment

Human Resources Restructuring requires Virginia Tech to offer the opportunity to convert from Classified staff (hired prior to July 1, 2006) to University staff at least once every two years. We recently completed our first enrollment period where Classified staff could switch to University staff. The period ran from October 1, 2008 to January 1, 2009. We will be providing an opportunity to switch again in 2010 with an enrollment period from January 1, 2010 to March 31, 2010. If you have questions please visit the HR Restructuring Website

www.restructuring.hr.vt.edu or call the HR Service Center at 540-231-9331.

HIRING WORKSHOPS AVAILABLE

People Admin: Online Applicant Tracking System

- ◆ Thurs. May 14, 2 - 4
- ◆ Thurs. June 11, 2 - 4
- ◆ Thurs. July 9, 2 - 4

Successful Interviewing

- ◆ Fri. April 17, 9 - 12
- ◆ Tues. May 12, 1 - 4
- ◆ Wed. June 10, 1 - 4
- ◆ Thurs. July 23, 9 - 12

All Classes will be held at Southgate Center. Register online at www.training.hr.vt.edu or call the HR Service Center at 540-231-9331.

ANSWERS: BENEFITS,
COMPENSATION, COVA CARE,
LEAVE, RETIREMENT,
VACATION, SERVICE CENTER

ONBOARDING—The New Look of Orientation

At the Fall 2008 Human Resources Retreat, reviewing and improving the new hire orientation process was identified as a top priority. As a result, a team was charged to evaluate the effectiveness of the current orientation process, identify and recommend ways to improve a new employee's experience, and to develop and execute an implementation plan. Based on these findings, the following changes will take place between now and the end of 2009:

Departmental Training Departments are key to a new employee's success. As a result, training for department representatives responsible for introducing new employees to the department will be provided by the Orientation Coordinator.

Combined Orientation Sessions Faculty & Staff will attend the same orientation event. Some wage employees will also be invited to attend part of the orientation session. Employees will be introduced to the culture and history of Virginia Tech. There will be breakout sessions to talk about the differences in benefits between Staff and Faculty.

New Online Resources A website designed specifically for new employees will pull together all the information that is important for new employees. It will also offer off-campus employees the opportunity to access the same information as on-campus employees.

Improved Scheduling Once the necessary paperwork has been received, Human Resources will contact the department to schedule the orientation session. Coming in the Fall an online registration system will be provided.

As these changes are implemented, more information will be made available via www.hr.vt.edu, the VT Daily News, and the HR Today Newsletter.

KUDOs !



HR is proud of our colleagues' recent accomplishments. From left to right: Carolyn Pratt, Benefits Supervisor, was selected as VT's nominee for the Governor's Award for Customer Service, Terri Tishman, University Organizational & Professional Development Event Coordinator, was nominated for the 2009 President's Award for Excellence, & Jennie Reilly, ADA Director, has been nominated for the Alumni Award for Outreach Excellence. For more information on these and other HR accomplishments, please visit: www.hr.vt.edu/about_us/accomplishments/index.html

BRAIN TEASER

Rearrange the following jumbled letters to spell common HR Terms:

NBETSIFE

MTNOIACSEOPN

OVCA AERC

EEALV

NETRTEREIM

ANOACIVT

RIECVES TEENRC