



Quarterly Human Resources Newsletter for VT Faculty and Staff

HR UPDATES

To Serve You Better

The HR Service Center has made two changes to serve you better. First the Service Center will now be open from 7:30am - 5:00pm, Mon - Fri. Second, you now have the option to chat online with an operator during business hours. Visit [www.hr.vt.edu](http://www.hr.vt.edu) for more information.

VT MOVES!

Add activity to your day and maintain your weight! 6 week activity challenge at Virginia Tech begins September 22.

Participants receive a free step counter and chances to win fitness passes and assessments.

Registration information will be posted at <http://www.hr.vt.edu/benefits/wellness/index.html>

Mark your calendars:  
Fall Health Checks—FREE!

October 20-31, 2008

Registration information:  
<http://www.hr.vt.edu/benefits/wellness/index.html>.

University Professional Development (formerly

University Leadership Development) offers a variety of classes and programs for VT Employees. Please visit our new website, [www.upd.vt.edu](http://www.upd.vt.edu), to find out what services are offered for Fall 2008.

It's Time To Start Thinking About Retirement

The Virginia Retirement Services website makes retirement planning easier with new & improved services online. VRS members can visit MyVRS at [www.varetire.org](http://www.varetire.org).

MyVRS will allow members to:

- ◆ Create future retirement benefit estimates using live data from your file.
- ◆ Change your contact information, such as your address.
- ◆ View your account information, including service and member contributions, purchase of prior service information, & employment and compensation history.
- ◆ Check the status of an application for retirement, purchase of prior service or a refund.

This year, the annual VRS Member Benefit Profiles (MBP) are available through MyVRS. If you are unable to log onto MyVRS, you may contact the HR Service Center to request that your MBP be mailed to you.

In addition to your retirement account through the University, all salaried employees are eligible for a cash match plan with the 403b or 457 tax shelter annuity plans. If you aren't currently participating, you are throwing away \$20 per pay period – that's \$480 of free money per year!



Expecting A Baby?

After you tell your friends and family, tell COVA Care. The Future Moms program gives you access to a registered nurse who is as committed to a healthy pregnancy as you are. Call Future Moms at 800-828-5891 within the first trimester of your pregnancy and your \$300 hospital delivery charge will be waived! You'll also receive a pre-natal kit, including a book full of information about what to expect over the next nine months. More information can be found at <http://commonhealth.virginia.gov/programs/futuremoms.html> or call the HR Service Center.

After your baby is born, we're here to help as well. VT Work/Life Resources can provide information on child care and more. And, did you know there are 12 lactation rooms around campus for nursing mothers?

Most importantly, don't forget to add your baby to your health insurance policy within 31 days of the birth. If you don't add your baby within the 31 days, you will have to wait until Open Enrollment in the spring to add him or her for a July 1 effective date. This rule applies for any mid-year qualifying event.

Newcomers Networking at Virginia Tech

**Are you new to Virginia Tech?** If yes, welcome to our very special community! Sometimes it can be a challenge to meet people with whom you can network and socialize on an informal basis. The VT **Newcomers' Network (VTNN)** was created to bring new employees together. Learn about our listserv, facebook page, and first social event, planned for September 11, at [www.worklife.vt.edu](http://www.worklife.vt.edu), under Newcomers' Network.

VTNN is coordinated by VT Dual Career Services & VT Worklife Resources. Visit [www.hr.vt.edu/employment/dualcareers/index.html](http://www.hr.vt.edu/employment/dualcareers/index.html).

## **Job Search 101**

Virginia Tech Human Resources and Career Services are teaming up to present a series of workshops for faculty, staff, students, and the community to enhance their job search skills. Attend one or all of these sessions! Registration is required for each session. Register at <http://www.training.hr.vt.edu> under Work/Life Resources Training or call 540-231-3213. All sessions will be held in Southgate Center, Room 142, from 12-1.

**October 7:**

**Market Yourself on Paper and on the Virginia Tech Job Application System**

**October 14:**

**Market Yourself in Person**

**November 11:**

**Evaluating and Negotiating Offers**

**November 18:**

**Choosing a Career for faculty, staff, and students**

## **Commuting Alternatives**

High gas prices and other concerns are leading VT employees to look more closely at carpooling. In order to help you find others with whom to travel, VT has partnered with RIDE Solutions, a regional alternative transportation service provider which provides carpool matching and Emergency Ride Home service free of charge. To find others in your area who are interested in carpooling, simply register with RIDE Solutions: [www.ridesolutions.org/workplace/vt/](http://www.ridesolutions.org/workplace/vt/). You can also call 866-424-3334 to register. Once you have found others with whom to carpool, learn about the VT Carpool Program at <http://facilities.vt.edu/ot/alternative/cap.asp#fs>.

## **Restructuring Update**

At the August 25 meeting, the Board of Visitors approved resolutions that define policy changes for university staff. The new policies for university staff (staff employees hired on or after July 1, 2006) are effective October 1, 2008 and will be implemented in January, 2009.

### **New Performance Rating Scale**

Beginning with the October 08 – October 09 performance review cycle, a 4-point rating system will replace the current 3-point rating system (extraordinary contributor, contributor, and below contributor). The new ratings will be model performance, strong performance, developing performance, and unacceptable performance. ***These new ratings will be used for both university and classified staff.***

### **University Staff Merit Pay**

The Board also approved a merit pay program for university staff **only** that will allow for differentiation of pay raises based on individual performance. Classified employees will continue to receive the budgeted state pay increase as long as they do not receive an unacceptable performance rating during the performance evaluation process.

### **Staff to A/P Faculty Conversion**

In addition to the resolution regarding university staff, the Board approved a resolution to redefine administrative and professional positions and to allow eligible staff in pay bands 5-7 to convert to administrative and professional (A/P) positions. This resolution is in response to the university's need to be competitive in recruiting and retaining professionals in highly skilled and high demand jobs.

Human resources is continuing to collaborate with senior managers to identify jobs and employees who are eligible for conversion to A/P status. Once the eligibility identification process is complete, classified employees in identified positions will be notified and given the option to convert to A/P status. University employees in bands 5-7, in jobs which are deemed eligible for conversion to A/P status, will be converted in January 2009.

### **Enrollment Period**

In support of the resolutions, there will be an enrollment period from October 1, 2008—December 31, 2008 for classified staff to convert to university staff and for eligible classified staff in pay bands 5-7 who elect to convert to A/P status. Recognizing the importance of these decisions, Human Resources will continue to provide information sessions before and during the enrollment period. The sessions will provide more detail on the policy and benefit differences between classified staff and A/P positions. For more information on the recently approved resolutions regarding human resource restructuring, contact Human Resources at 231-9331 or visit the restructuring website at [www.restructuring.hr.vt.edu](http://www.restructuring.hr.vt.edu).

## **Performance Evaluations**

It is that time of year again! Performance evaluations for classified and university staff are due in Human Resources by October 13<sup>th</sup>. Remember that a P141 needs to have been completed for the employee during this performance cycle in order to justify an Extraordinary Contributor rating and a P142 or a Written Notice needs to have been issued during the performance cycle in order to justify a Below Contributor rating. HR representatives will be contacting managers shortly to schedule training for the upcoming performance evaluation process. Please note that there will be a different training for the NEW 2009 Performance Plan and Evaluation form and process offered in late September/October. We encourage everyone who is responsible for completing a performance evaluation to attend both of these trainings in order to make a more effective transition to the new process.