



## Quarterly Human Resources Newsletter for VT Faculty and Staff

### Mark Your Calendar

**Flu Shots Oct. 15–Feb. 15**

**Performance Evaluations**

◆ **Due October 19th**

**VT Engage Kickoff**

◆ **October 16th**

For more information visit:  
<http://www.engage.vt.edu/>

### Training at a Glance

**Performance Planning  
Tuesday 11/06**

◆ **8:30 am–12:00 am**

**Friday 11/16**

◆ **8:30 am – 12:00 am**

**Monday 11/26**

◆ **1:00 pm–4:30 pm**

**Thursday 12/06**

◆ **1:00pm–4:30 pm**

### Inside This Issue

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HR Update
- ◆ Faculty and Staff  
Handbook
- ◆ Benefits Fair
- ◆ Performance  
Plans are due!

## CommonHealth/Benefits Fair and Flu Shots

The CommonHealth & Benefits Fair will be Wednesday, October 31 from 10 - 2 at the Squires Student Center CommonHealth Ballroom. Representatives from Anthem, Delta Dental, Fidelity, TIAA-CREF, VALIC, Great West, Social Security, Virginia College Savings Plan, and AON will be present to answer all of your benefits questions. Professionals will be conducting cholesterol/glucose screening, bone density tests, body fat analysis & posture analysis. Preregistration and a small fee are required for some of these tests – please refer to [www.commonhealth.hr.vt.edu](http://www.commonhealth.hr.vt.edu) for details. Free massages will be offered to VA Tech employees during the Fair. Don't miss out on this fun & informative event!!

### Flu Shot Clinics

Wednesday, October 31: Squires Student Center

Thursday, November 1: Wallace Hall

Monday, December 3: Southgate Center

Flu Shots will be FREE with your COVA Care Card & \$25 for non COVA Care members.

You must register online to reserve your flu shot timeslot:

<http://www.training.hr.vt.edu/content.php?p=dept&i=b&did=3&type=events>

Various local pharmacies will be conducting free flu shot clinics for COVA Care members between October 15, 2007 and February 15, 2008. Please log onto [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) for additional information.

## Higher Education Restructuring—HR Update

On July 1, 2006, Virginia Tech began operating under the provisions of the Restructured Higher Education Financial and Administrative Operations Act. As President Steger noted in his June 2006 letter to the university community, “This effort stemmed from our belief that we can operate more effectively and efficiently with a greater degree of authority and autonomy than we had as a regular state agency. Our mission, our focus, and our commitment to our stakeholders will not change. What has changed is our ability to control our future and manage normal operations. We expect that we can improve the overall educational experience of our students, make greater progress toward institutional goals, and improve the quality of your work experience.” Under the Restructuring Act, the university was granted the authority to develop and implement new human resource systems for staff employees hired after June 30, 2006; and we will also continue to administer the state’s HR system for classified employees.

**“ This effort stems from our belief that we can operate more effectively and efficiently with a greater degree of authority and autonomy than we had as a regular state agency”**

**President Charles Steger**

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**In The Spotlight  
Looking for  
Information**

**CHECK THIS OUT**



<http://www.hr.vt.edu/downloads/handbook.pdf>

**Faculty  
Handbook**

[http://www.provost.vt.edu/documents/FHB\\_July\\_2007.pdf](http://www.provost.vt.edu/documents/FHB_July_2007.pdf)

**REMINDER**

**People Admin Users:**

**Effective October 1, you can use the online Position Description and the online Hiring Proposal in PeopleAdmin. Contact your HR Staffing Specialist with questions.**

**Program Highlights  
Dual Career  
Coordinator**

**Susan Richman**  
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The Dual Career Assistance Program responds to the employment challenges facing faculty dual career couples. The ability of a spouse or partner to find suitable employment is a crucial element in the recruiting process and is important in retaining faculty in critical areas as well. We welcome Susan to Virginia Tech.

# Restructuring—HR Update Cont.

**How are employees involved in determining how the new HR system will be implemented?** A Steering Committee and an Employee Advisory Committee were formed to provide recommendations and goals for the HR systems and strategies to create linkages with the university's mission, values, and strategic plan. The Staff Senate coordinated the application process for the Employee Advisory Committee (EAC). Approximately 100 staff employees volunteered to serve on the EAC.

**Who is on the Advisory Committee?** The EAC, co-chaired by Melissa Simpkins (College of Science), and Karisa Moore (Multicultural Affairs and Equity), includes the Chair of the Commission on Staff Policies and Affairs, the President, of the Staff Senate, a representative of the Employee Benefits Committee, a representative of the Commission on Equal Employment and Diversity, six administrators/ department heads recommended by the Provost and Executive Vice-President, and twenty-one staff members who represent a diverse group of occupations, levels, and organizational units. Brian Gittens joins Human Resources to serve in a HR project manager role, and will be supporting the Committees and the Design Teams.

**What might change?** During the past year, HR conducted focus groups and surveys of staff and faculty. The purpose of the focus groups and surveys was to evaluate staff human resource policies and procedures. Surveys were sent to 4,589 staff and faculty who supervise staff. Overall, 2,148 employees completed the survey. The Steering Committee and Employee Advisory Committee used this information to identify priorities for the new HR system. The next steps include forming Design teams that will make recommendations on specific areas to include staff Benefits and Work Life, Compensation and Rewards, as well as Performance Management and Employee Relations.

**Are there other opportunities to be involved?** Nominations for staff and supervisors to serve on the Design teams are currently being solicited. The work of these teams will begin this Fall. To learn more about HR Restructuring and the nomination process for the Design Teams, please visit the new HR Restructuring website: [www.restructuring.hr.vt.edu](http://www.restructuring.hr.vt.edu). Information about the teams and the nomination process has also been sent to all Deans, Vice Presidents, Directors, and Department Heads, and to the Staff Senate.

## Staff Performance Plans are Due!!!

Performance evaluations are behind us, now performance plans for the current cycle should be completed. The performance plan should be updated, reviewed with the employee and signed by the employee, supervisor and the reviewer every year. Please retain the original of the performance plan with the original signatures in the department. When completing the performance evaluation next fall, please detach the original

signature sheet of the performance plan and submit it to HR with the performance evaluation. HR is conducting

training on how to write performance plans.

[www.hr.vt.edu](http://www.hr.vt.edu)

