Human Resources Procedural Guide

To assist
Principal Investigators

It’s a Partnership:
Old Dominion University

and

Old Dominion University Research Foundation

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http://www.researchfoundation.odu.edu/staff/staff.html

Main Phone 757-683-4293
Main Fax 757-683-5290

March, 2016
Building Strategic Working Relationships

Seeks opportunities – Proactively tries to build effective working relationships.

Clarifies the situation – Probes for and provides information to clarify situations.

Develops others’ and own ideas – Seeks and expands on original ideas, enhances others’ ideas, and contributes own ideas for situations at hand.

Subordinates personal goals – Places higher priority on team or organization goals than on own goals.

Facilitates agreement – Gains agreement from partners to support ideas or take partnership-oriented action.

Uses Key Principles – Establishes good interpersonal relationships by seeking win-win solutions, include others in discussions and decisions.
Statement of Purpose

We will serve Principal Investigators with skill and character and, by honest and intelligent human resource services.

The Research Foundation Human Resources Department serves all Research Foundation employees and their supervisors in the role of consultant on human resources issues and is responsible for the interpretation and implementation of human resources policies and procedures. Consultation on employee / supervisor relations is provided as the need arises or upon request.

Faculty, supervisors and employees are encouraged to contact the Research Foundation Human Resources Department with any questions or issues they may have.

Core Values of Human Resources

Ethical Behavior - Does the "right thing" even if it is difficult.

Service to Customers - Proactively seeks information from customers about their needs.

HR supports the partnership mission of:
- “providing highly valued administrative, fiscal and support services in the most cost effective and efficient manner,
- fostering a knowledgeable, motivated workforce, which provides superior service to its clients.”

Superior Work Ethic - Delivers operational excellence.

Respect and Help Each Other to Succeed - We value close collaboration, embrace difference and consider our teammates’ success to be our own.

Service Level Agreement

Promoting joint responsibility for high-quality results while seeking to understand the desired outcome. Human Resources will demonstrate competence by bringing relevant knowledge and skill to the work to be done, sharing responsibility for solving issues, evaluating the views of others according to logic, rather than according to preference and seeking creative ways to resolve conflict. We will consider requests to change with an open mind, make decisions that are consistent with agreed upon goals, and will communicate clearly challenges or actions that require the input of others for decisions to be made.
It’s a Partnership…

You can depend on Human Resources to assist in the following:

- **Employee Relations**
  - Employee programs, handbook, policies, practices and procedures

- **Compensation**
  - Broad Band Ranges, Job Analysis, Legal & reg. requirements, Supplemental Comp

- **Employee Classification**
  - Regular, SSRP, temp, casual student, GRA, Faculty, Post Doc

- **Payroll**
  - Authorization Forms (108) Processing, Time Sheets, W2

- **Benefits**
  - ODU RF website

- **Record Keeping**
  - Complete Paperwork before start of employment, E-verify, 1st date of Hire, Leave Requests

- **Recruitment**
  - Post, Advertise and Track Applicants – 10 days to 90 days, Job descriptions, Orientation

- **Reporting**
  - Work accidents, Leave Requests, performance evaluations

- **Principal Investigator & Human Resources Support (Communication)**
Recruitment Procedure

Purpose
To ensure the recruiting and hiring process is in accordance with ODU Research Foundation record keeping and affirmative action/equal employment guidelines.

Policy
ODU Research Foundation is a federal contractor and is required to adhere to numerous employment regulations concerning Equal Opportunity/Affirmative Action in all of its recruiting and employment practices. These requirements apply to employment opportunities filled through the competitive Research Foundation recruiting process, and to GRA and Casual Student appointments recruited and filled by the PI. The PI as the hiring decision-maker is responsible for insuring adherence to all applicable legal requirements in recruiting and selecting their employees. Guidance and assistance with adherence to lawful employment practices and requirements is available by contacting the Research Foundation Human Resources Department.

Pre-Hire Procedure
- Written Position Description and recruitment advertisement(s) established with PI. Minimum education, experience, knowledge qualifications, and skill requirements identified.
- Pay band and starting rate established with PI. Consideration is given to incumbents and other individuals within the same job family to ensure internal equity.
- Overtime eligibility or exemption from overtime determined by HR.
- Advertisements and job postings approved by PI are placed by HR in agreed upon media. PI provides project number(s) to be charged.

Positions are posted for a minimum of ten (10) days and in most cases must be posted on the following websites: ODU Research Foundation, Virginia Employment Commission, and ODU Career Management.

Principal Investigator/hiring manager is required to review all applicants to determine those meeting minimum requirements and disqualifying the applicants not meeting minimum requirements.

Resumes provided from Cyber require the hiring manager to determine the status of an applicant by selecting one of several options, for example: selected for interview, does not meet minimum, met minimum but better qualified applicant selected, hired and other. Applicants that are interviewed require an interview evaluation form completed by the PI.

PI completes " Applicant Status" to rate minimum qualifications and indicates outcome of candidate review. All resumes must be tracked including resumes directed to hiring manager through referral or other methods external to the applicant tracking system.

Note: recruiting compliance audits may require the PI to explain the determination how certain individuals were selected for interview and others were not. PI should make compliant notes sufficient to answer auditor questions with regard to skills and experience.

PI notifies HR of applicant(s) selected for position. PI indicates outcome, Not Hired or Hired, on "Applicant Status Sheet" for all applicants who were interviewed.

HR Role - Cyber Recruiter – applicant tracking:
- Ensure all applicant statuses are completed - Incomplete, Did not meet min requirements, phone screening completed, face to face interview dates, etc. and final determination.
• Applicants without disposition from PI need follow-up to ensure reviewed and determination.
• HR reviews applicants to ensure best qualified applicant passes review based on skills, knowledge and experience.
• HR gathers notes from interviewers and evaluation forms.
• Send email notification to all applicants notifying position has been filled and closed.

Post-Hire Procedure
• PI returns all annotated and signed "Applicant Status Sheets" to Research Foundation HR
• Human Resources will email all applicants in Cyber with “regrets letter” at the close of the requisition.
• Human Resources will make an official and formal offer of employment. Any job offer to the selected candidate must come from the Research Foundation Executive Director or designated human resources official(s) to be binding.
• Upon acceptance of the offer, HR will establish starting date and will make an appointment for new employee sign-up on the employee's first day of employment.
RECRUITING INFORMATION
FOR REGULAR OR POST DOCTORAL POSITION

Request date: MM/DD/YYYY

PI Name: LAST NAME, FIRST NAME

Position working title: Click here to enter text.

Department: Click here to enter text.

Date Position is Available: MM/DD/YYYY

Close Date for Ad: Click here to enter text.

New or Current Position? YES/NO

Salary Range for Position: $ __.____ - __.____

Position Vacated by: LAST NAME, FIRST NAME

Date Position Vacated: MM/DD/YYYY

Project Number for Ad: Click to enter text.

Project Number(s) for 108: Click to enter text.

Project Number(s) Background check: Click to enter text.

Advertisement text:

Placement of Advertisement - All ads must be posted a minimum of 10 business days and maximum of 90 days on ODU Research Foundation website and placed with Virginia Employment Commission. List other places to advertise (PI responsible for costs):

Send Resumes/Applications to (email address): https://hera.odurf.odu.edu/careers/ (ODU Research Foundation will forward resumes and applications to the above contact via email).

Effective July 1, 2018 the Research Foundation has implemented the university policy regarding the completion of criminal background checks for regular employees. The current rate for this screening is $34.24. The PI and GCA approval of the recruitment form position budget includes advertisement cost(s), background cost(s) and salary.

Research Foundation Use ONLY

Payroll Title: Click here to enter text.

Job ID: Click here to enter text.

Band: _____

Foreign National Restrictions (Y/N) YES/NO

GCA: Click here to enter text.

HR: Click here to enter text.

S:HR/Job Descriptions/Recruit Information Form Updated: March 22, 2016
POSITION DESCRIPTION

Job Title:  Click here to enter text.
Department:  Click here to enter text.
Incumbent Name:  Click here to enter text.
FLSA Status:  Exempt or Nonexempt

Job Code:  Click here to enter text.
Date:  Click here to enter text.
PI/Supervisor Name:  Click here to enter text.
Salary Band:  Click here to enter text.

A. Specific Duties (list main duties)
1.  Click here to enter text.
2.  Click here to enter text.
3.  Click here to enter text.
4.  Click here to enter text.
5.  Click here to enter text.
6.  Click here to enter text.
7.  Click here to enter text.
8.  Click here to enter text.
9.  Click here to enter text.
10. Click here to enter text.

B. Minimum Qualifications (If the candidate does not meet the minimum specified, they are not eligible for hire and are not considered as a qualified applicant for reporting purposes):

1.  Formal Education required (Minimum): degree, field of study
   Click here to enter text.

2.  Experience required (Minimum): in whole years
   Click here to enter text.

3.  Specific knowledge and/or skills (must have to be qualified):
   Click here to enter text.
   Click here to enter text.

4.  Other:
   Click here to enter text.
   Click here to enter text.

5.  Other:  Click here to enter text.
   Click here to enter text.

6.  Other:
   Click here to enter text.

C. Complexity of Duties (degree of variability of duties, extent of available procedures, and extent of own planning they must do):
Click here to enter text.

D. Independent Judgment and Decision Making (level of supervision provided, examples of where person has discretion and exercises independent judgment in decisions):
F. **Does the Position supervise others?** How many? Who? (ex. 3 students, 1 GRA, 1 technician)

F. **Physical Demands:** Indicate appropriate level

- Typically the work may be performed sitting down. No special physical demands are required. There may be some walking, standing, bending and carrying of light items such as paper, books, small equipment and supplies.

- Work requires some moderate physical exertion such as periods or standing, walking over rough uneven or rocky surfaces; recurring bending, crouching, stooping, stretching reaching or lifting of moderately heavy items (10-25 lbs).

- Work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

G. **Working Conditions:** Indicate appropriate level

- Typical office or laboratory environment. No significant exposure to risks or discomforts.

- Work involves moderate discomforts which require special precautions, e.g. working around moving parts, carts or machinery, working with irritant chemicals, conducting field work in various outdoor weather conditions.

- Work environment involves significant risks with exposure to potentially dangerous or extremely adverse conditions which require a range of safety and other precautions, e.g. field work from boats and research vessels, exposure to tropical diseases, travel to remote areas.

Employee Signature  ___________________________  Date  ___________________________

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Research Foundation Use ONLY

Payroll Title  Click here to enter text.  Job ID  Click here to enter text.

FLSA Status  Click here to enter text.  Pay Band  Click here to enter text.

HR

S:/HR/Job Descriptions/Position Description Form  Updated: April 2016
TYPES OF EMPLOYMENT

The distinction between types of employment is made for compensation and benefit purposes. (see “Benefits Guide,” pg. 7)

Regular – A regular status employee is scheduled to work full-time, 30 hours or more per week. Regular status employees are eligible to participate in all applicable fringe benefits programs (see “Benefits Guide,” pg. 7). The term “regular” does not imply continued employment by the Research Foundation, nor does it guarantee a term of employment for any definite period of time. Regular status employees are employed “at will”.

Temporary – temporary status is appropriate where the work is intermittent or irregular, or is ongoing and part-time (less than 30 hours per week), and cannot be readily fulfilled through use of a student employee. Employment may be full-time (30 hours per week or more) for no greater than six (6) consecutive months by the employing unit*. Temporary positions that provide full time work (30 or more hours per week) will be terminated at 6 months or will be reclassified as Regular and undergo competitive recruiting through the Research Foundation process. Temporary employees receive legally required benefits, where applicable (see “Benefits Guide,” pg. 7). Temporary status employees hired beginning 2009 who attain age 21 and have completed one year of eligibility service may become eligible for non-elective retirement contributions. Temporary status employees are employed “at will”.

UNIVERSITY APPOINTMENTS

Casual Student – A casual student is an undergraduate or graduate student of the University who is assigned to work on sponsored research or projects. Employment is part-time during the academic term, generally not to exceed 20 hours per week. Employment may be full-time during semester breaks and summer periods. The PI makes casual student appointments. Casual student employees receive legally required benefits, where applicable (see “Benefits Guide,” pg. 7). Casual students may be exempt from FICA based on academic enrollment. Casual status employees are employed “at will.”

Graduate Research Assistant (GRA) – A graduate research assistant is a full-time graduate student of the University appointed through the University process and academic department and assigned to work on sponsored research or projects. GRAs receive legally required benefits; where applicable (see “Benefits Guide,” pg. 7). GRAs may be exempt from FICA based on academic enrollment. See the student financial aid and graduate assistantship guidelines in the University catalog. GRA status employees are employed “at will.”

Faculty – A faculty appointment is a University faculty member who is employed part-time on a research overload basis during the academic year or who is employed during the summer period on sponsored research or projects. Faculty generally performs services for the Research Foundation as the project director, PI, or co-PI of a sponsored project. Faculty receive legally required benefits, where applicable (see “Benefits Guide,” pg. 7). Faculty status employees are employed “at will.”

Self-Supporting Research Professionals (SSRP) - SSRPs are individuals appointed by the University and employed by the Research Foundation generally as full-time regular employees. An SSRP may also have a faculty appointment at the University, if so designated through the University process. SSRPs are eligible to participate in all applicable fringe benefits programs (see “Benefits Guide,” pg. 7 for regular status). The terms “SSRP” and “regular” do not imply continued employment by the Research Foundation. SSRP status employees are employed “at will,” See Faculty Handbook for Policy on Self-Supporting Research Professional Positions

Postdoctoral Associates – Postdoctoral associates are employees appointed by the University who have obtained their doctoral degree and are selected for training appointments anticipated to last one to two (1-2) years. Postdoctoral associates are eligible for a modified benefits program including health, vision, and dental insurance; leave benefits, and life and disability insurance, (see “Benefits Guide,” pg. 7). Postdoctoral associate status employees are employed “at will.”

NOTE: An “employing unit” is a PI, group of PIs who have agreed to share employees, an enterprise, or entity for which the Research Foundation has agreed to act as employer of record for employees funded through their respective grants, contracts or other research award funding.
<table>
<thead>
<tr>
<th>TYPE</th>
<th>OBJECT CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular (full-time)</td>
<td>5190</td>
<td>Salary, full benefits</td>
</tr>
<tr>
<td></td>
<td>5132</td>
<td>Hourly, full benefits</td>
</tr>
<tr>
<td>Post-Doctoral Research Associate</td>
<td>5195</td>
<td>Salary, full benefits</td>
</tr>
<tr>
<td>Graduate Research Assistant (GRA)</td>
<td>5130</td>
<td>Salary, no benefits</td>
</tr>
<tr>
<td>Casual</td>
<td>5131</td>
<td>Hourly, no benefits</td>
</tr>
<tr>
<td>Temporary Tech / Off / Prof (Hourly)</td>
<td>5133</td>
<td>Hourly, 11% retirement</td>
</tr>
<tr>
<td>Temporary Tech / Off (Hourly)</td>
<td>5134</td>
<td>Hourly, no benefits</td>
</tr>
<tr>
<td>Temporary Prof (Hourly)</td>
<td>5191</td>
<td>Hourly, no benefits</td>
</tr>
<tr>
<td>Temporary Prof &amp; Visiting Scholar (Salaried)</td>
<td>5192</td>
<td>Salary, no benefits</td>
</tr>
<tr>
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<tr>
<td>Faculty</td>
<td>5120</td>
<td>Salary, no benefits</td>
</tr>
</tbody>
</table>

**JOB INFORMATION**

CASUG: Casual Undergraduate Students  
CASGRA: Casual Graduate Students  
TEMPTECH: Temporary Technical Non-Students  
TEMPOFF: Clerical Non-Students  
TEMPPROF: Temporary Professional Non-Students

<table>
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<tr>
<th>FICA Exemption for minimum-number of credit hours per semester</th>
<th>Fall/Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>MA (GRA)</td>
<td>6 Hrs.</td>
<td>3 Hrs.</td>
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<tr>
<td>PhD (GRA)</td>
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<td>CASGRA</td>
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<td>CASUG</td>
<td>6 Hrs.</td>
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<tr>
<td>MS ABT</td>
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<td>1 Hr.</td>
</tr>
<tr>
<td>PhD ABD (All But Dissertation)</td>
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<td>1 Hr.</td>
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**GRA minimum compensation per semester:**

<table>
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<tr>
<th></th>
<th>Fall / Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,200</td>
<td>$2,500</td>
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</table>
PAYROLL AUTHORIZATION FORM PROCESSING (EPAS)

Work is not authorized until the listed documents are complete and all signatures obtained in HR.

To assist us in the processing of payroll forms please review the following before creating and submitting the payroll form due no later than their first day of work to ODU Research Foundation Human Resources.

- Link to complete an electronic payroll authorization: [Click here to log in]
- Anyone re-employed and who has not been paid by the Research Foundation within the past 2 years (twenty-four (24) months) must:
  - report actual first day of work for this semester on his/her payroll form.
- Update paperwork including:
  - Federal and Commonwealth tax forms (W-4 and VA-4)
  - Direct Deposit

Reminders:

- Early submission of e-PAS greatly encouraged and appreciated.
- International students who have not previously worked for the Research Foundation must complete new hire paperwork through the ODU VISA office.
- If you have several new hires and want to complete paperwork as a group, please let HR know.
- Best times for employees to complete paperwork at Research Foundation are 10am, 12 noon and 2pm.
- Submission of Timesheets- As an exception AND to prevent an employee from missing pay due do a late submission, the Research Foundation will accept the signature of employee on the time sheet and will gain the supervisor signature as soon as possible.

Time Sheets: Time Sheets: DUE by 10am on due date.
Submission of Timesheets: Research Foundation Timesheets [RFTimesSheets@odu.edu]


Reminders: GRA’s

- The minimum salary a GRA can earn during the fall semester is $3,200 (Academic calendar - $6,400 total).
  Minimum salary for Academic year (fall/spring) is $6,400. Minimum salary for full year is $8,919;
- A GRA must work a minimum of half of the semester (5 pay periods);
- If the GRA is receiving a tuition exemption and the payment is through the Research Foundation a copy of the student Tuition E-bill must be attached;
- Approvals required on the ePAS – PI, Dept. Chair and Dean, regardless of tuition exemption.

Paperwork Locations: International employees are to complete paperwork at International and Student Scholar Services, 2006 Dragas Hall. U.S. Citizens and permanent residents are to complete paperwork at the Research Foundation, 4111 Monarch Way, Suite 204, Norfolk, Monday through Friday, 8 am to 4:30 pm. Appointments are not necessary.
E-VERIFY

All Federal contractors, including ODU Research Foundation, are required to complete the **required I-9 Form** (process begins with this form) **within three business days of the date of employment** begins and participates in the online **federal E-verify** program to check the eligibility of employees to work in the US (U.S. Citizenship and Immigration Services). These tools are used to establish work authorization for new employees, as required of all federal contractors. To complete this process, the following are required:

- Original, signed identification documents must be presented by the new employee (list of acceptable documents on I9), including a Social Security Number and picture ID for completing the verification.
- Identification sources are entered in E-verify as an additional step of verifying the employee’s Form I-9 information matches the government records thereby ensuring a legal workforce.


Significant fines and the potential for debarment as a federal contractor are consequences for violations of rules governing the mandatory E-Verify program. **Principal Investigators and other hiring authorities will be held responsible for any fines or monetary penalties** due to violation of federal work authorization or E-Verify regulations if the violations result from their failure to follow established Research Foundation employment policies and procedures, such as allowing someone to work prior to completing new hire paperwork. Any such **fines or penalties will be allocated to investigator or department discretionary accounts.**

PI’s and hiring authorities are reminded that **PRIOR** to starting work, all new employees must complete new hire paperwork including INS Employment Eligibility Verification Form (I-9), Federal (W-4) and State (VA-4) tax forms, as well as any other required paperwork. **New employee starting dates on 108 Payroll Authorization forms of more than three days before the I-9 and E-verify process are completed can lead to fines in excess of $1,000 per incidence. Work to be paid through the Research Foundation is not authorized until these documents are completed at the Research Foundation or, for internationals, the International Student and Scholar Services Office (ISSS).**

**Employment Verification**

All inquiries regarding the employment history of current and former employees are to be directed to the Human Resources Department. Only the Human Resources Department is authorized to release information concerning current or former employees. It is the company’s general policy only to confirm dates of employment and positions held by former employees.
<table>
<thead>
<tr>
<th></th>
<th>REG &amp; SSRP Full benefits</th>
<th>TEMP Required benefits</th>
<th>CASUAL STUDENT Required benefits</th>
<th>GRA Required benefits</th>
<th>FACULTY Required benefits</th>
<th>POST DOC Modified benefits</th>
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<td>Non-Elective Contribution or Contribution in Lieu of Retirement</td>
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<td>After 1 year eligibility service</td>
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</tbody>
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* ODU students may qualify for FICA exemption based on enrollment criteria
** Eligibility is based on requirements of federal regulations
PAY DAYS - Every two weeks, 26 pays per year.

HEALTH CARE:
HMO Group #1045; PPO Group #6402; Out of Area PPO Group #6402*00A
Member Services 552-7325 / 1-800-741-9910 After Hours 552-7250/1-800-394-2237
Website - http://www.optimahealth.com

VISION – VSP vision plan.
VSP – Group #30003832, Member Services 1-800-877-7195
Website - https://www.vsp.com/

DENTAL COVERAGE – MetLife Dental PPO.
MetLife Dental - Group #104994
Employee Line 1-800-942-0854

EMPLOYEE ASSISTANCE PROGRAM - Confidential counseling services to employee and members of family.
Optima Health, 757-363-6777 or 1-800-899-8174
Website - http://www.smhmeap.com/or www.optimaEAP.com User ID Required: ODURF

PRINCIPAL 403(b) RETIREMENT SAVINGS PLAN - www.principal.com 1-800-547-7754
Employee Contact: Resource 1, Matt Hoesly 757-616-0600

LIFE INSURANCE – MetLife - Two times annual salary rounded up to next $1,000.
(Group # 104994) Life Claims & Statement of Health 1-800-638-6420 Waiver of Premium 1-800-243-8786
Life Ins. Plan Summary – http://researchfoundation.odu.edu/pdf/hr/metlifelife/MetLifeLifeInsuranceBenefits.ppt

LONG TERM DISABILITY - MetLife begins 90 days after qualifying disability.
Customer Service 1-800-300-4296 Website – www.metlife.com/mybenefits
LTD Plan Summary – http://researchfoundation.odu.edu/pdf/hr/metlifelife/MetLifeDisabilityBenefits.ppt


SUMMARY PLAN DESCRIPTIONS AVAILABLE UPON REQUEST – Contact HR

DEPENDENT CARE BROCHURE - Dependent Care Reimbursement Account

DEPENDENT CARE:

For more information contact ODU Research Foundation Human Resources:
Hope Fowler, Human Resources Director –757-683-7238 - hfowler@odu.edu
Deidre Odom, Human Resources Coordinator757-683-7240 - dnodom@odu.edu
SUPPLEMENTAL COMPENSATION AUTHORIZATION
Secondary Employment Agreement

Name: ________________________  UIN: ________________________

- The Commonwealth of Virginia Standards of Conduct Policy 1.60 states the following regarding outside employment: Employees are required to notify agencies of outside employment.
- Written approval for outside employment must be obtained from the supervisor and placed on file with the ODU Department of Human Resources.
- Employees are prohibited from engaging in outside employment during the hours that they are employed by the agency.
- When performing work for ODU Research Foundation, this is considered secondary employment and cannot be conducted during an employee’s regular working hours for ODU.
- Formal written approval must be obtained from the Dean or Vice President for employees of the University to work for ODU Research Foundation. The written approval must be forwarded to ODU Human Resources to document approval.
  - A timesheet must be completed, if paid hourly, for all hours worked for ODU Research Foundation. THIS TIME CANNOT OVERLAP with the employee’s ODU work schedule.
  - Each timesheet must be signed by the employee, their supervisor (Research Foundation), and the Dean or Vice President. If all signatures are not present, the timesheet may be delayed in processing.

Are the Research Foundation work hours outside of your schedule with ODU? Yes [ ] No [ ]

ODU Work Title & Schedule: ________________________  ODU Wage _________ Hrly/Salary

Is the scope of work outside your typical duties with ODU? Yes [ ] No [ ]

Describe scope of work to be conducted for ODU Research Foundation:

________________________________________________________________________
________________________________________________________________________

Project #_________________ Period of Performance_________________________ Wage Budget: __________________

I certify that the above guidelines have been followed and that I understand that any breach of the guidelines may result in corrective action with the University and Research Foundation, up to and including termination.

APPROVALS:

Employee Name/Signature ________________________ Date ____________

PI Name/Signature ________________________ Date ____________

Chair Name/Signature ________________________ Date ____________

Dean or VP Name/Signature ________________________ Date ____________

Academic Affairs Signature ________________________ Date ____________

APPROVALS: ODU Research Foundation
Project Allowable & Budget Available

GCA Signature ________________________ Date ____________

Human Resources Director ________________________ Date ____________

Executive Director ________________________ Date ____________

FOR GRA OVERLOAD: Graduate Program Director Approval: ________________________

16
Qualifications for Service as a Principal Investigator

The following guidelines have been established to grant Principal Investigator (PI) status.

1. Principal Investigator status is automatically conferred to the following full-time faculty members:
   - Professor, associate professor, assistant professor, instructor, lecturer, senior lecturer
   - Research professor, research associate professor, research assistant professor
   - Self-supporting research professional

2. Persons holding the following titles may serve as PI on projects directly related to the mission and responsibility of their offices:
   - Vice president, associate vice president, assistant vice president
   - Vice provost
   - Dean, associate dean, assistant dean
   - Emeritus professor or emeritus associate professor

3. Doctoral students seeking funding for fellowships or dissertation support. A full-time teaching or research faculty member must be named on the project as responsible for seeing that the terms of the grant or contract are fulfilled.

4. Persons holding the following titles in the absence of a faculty appointment as noted above are generally not eligible for PI status including:
   - Director, associate director, assistant director
   - Postdoctoral associate
   - Visiting professor, visiting associate professor, visiting assistant professor, senior research associate, research associate, research assistant

Requests for exceptions (accompanied by the CV of the prospective investigator) can be made by the department/school chair with written approval of the college dean and the provost and vice president for academic affairs.

The Research Foundation will maintain a list of non-faculty individuals who have been granted permission to submit proposals. This list notes whether permission was given on a one-time-only basis or for a more extended period of time.

Approved by the president
August 21, 2003 Revised July 17, 2006
OLD DOMINION UNIVERSITY
University Policies and Procedures
5321 - POLICY ON SELF-SUPPORTING RESEARCH PROFESSIONAL POSITIONS

Purpose
The purpose of this policy is to establish general guidelines for the creation and funding of self-supporting research professional (SSRP) positions that will augment the research program of existing departments and colleges.

Operating Guidelines
The following operating guidelines have been developed to encourage the establishment of SSRPs. The overall responsibility for the establishment and monitoring of the SSRPs rests with the college dean. It is anticipated that the requesting department chair will prepare a written document for the dean’s approval that addresses the following:

a. Name, academic credentials, and research interests of the proposed researcher.

b. Statement of how the proposed researcher’s interests augment the academic/research mission of the department and college.

c. List of current and anticipated funding of the proposed researcher. The department chair must also make a written assessment of the proposed SSRP’s prospects to continue as an ongoing and self-supporting unit. The department chair also needs to address how non-funded periods will be managed.

d. List of space requirements and start-up costs including a plan to finance same. Special revenue sharing arrangements also need to be documented. (See: “SSRP – Indirect Cost Allocation” below.)

e. Type of researcher appointment. SSRPs can be easily established at the Old Dominion University Research Foundation. In such cases, the researcher will be a professional employee of the Research Foundation. If appropriate, the researcher may also have an adjunct faculty appointment at Old Dominion University. An alternative approach is to employ the researcher through Old Dominion University. However, this would necessitate the researcher receiving a contract. Under this option, the department or college becomes obligated to insure funding of the position for the contract period.
POLICY ON SELF-SUPPORTING
RESEARCH PROFESSIONAL POSITIONS (cont.)

Once the SSRP is approved by the dean, the entire request is reviewed by the vice president for research. For SSRPs to be employed by Old Dominion University Research Foundation, the vice president for research, in consultation with the provost and vice president for academic affairs, makes the determination on whether to establish the SSRP position. For SSRPs to be employed by Old Dominion University, the vice president for research forwards a recommendation on the establishment of the SSRP position to the provost and vice president for academic affairs for approval. In these cases, the decision of the provost and vice president for academic affairs is final.

Funding Guidelines and SSRP Indirect Cost Allocation

The sources of funding for SSRPs are research grants and contracts and the indirect costs earned on these agreements. The normal distribution of indirect cost earnings does not apply to SSRPs. Indirect cost earnings from SSRPs will be accounted for separately by the Research Foundation, which will establish an SSRP administrative fee for the purpose of compensating the Research Foundation for the cost of administering the SSRPs’ sponsored programs. In fiscal year 1997-98, the administrative fee was established at 10 percent. The fee is deducted from the indirect cost earned by the SSRPs and is calculated as a percentage of the SSRPs’ total direct cost expensed during the period. The unique nature of an SSRP requires that non-funded periods be anticipated. The remaining indirect cost earned for all SSRPs within a department will be placed in a separate SSRP account in the dean’s office for the further enhancement of the university’s research mission. The Research Foundation will semi-annually report the amount of SSRP indirect cost earnings generated by each department to the dean’s office. In addition, the Research Foundation will monitor the expenditure of these funds to assure their use for the purpose stated above.

Responsibility: Provost and Vice President for Academic Affairs
Authorization: President
Date: September 21, 1997; Revised July 30, 2003

ODU Research Foundation update to funding guidelines 2011

A fixed 10% fee is no longer used for the SSRP allocation. SSRP's are treated the same as Enterprise Centers (VMASC, ARC, etc) in the Non-Traditional IDC Allocation for each six month period. This allocation charges the Non-Traditional activity with a proportionate amount of the Research Foundation's operating budget and some University directed deductions. The net result is that the Centers and SSRP's typically receive approximately 61% to 63% of the indirect costs generated on their projects. These funds go into a separate account for SSRP's under the deans' control.
Separation Process (EXIT)

Purpose
The Research Foundation Human Resources Department is to be notified of all pending terminations of Regular Status and Postdoctoral employees prior to the last day of work.

- For students (GRA’s, Casual employees) and non-students (Temporary employees) PI’s should also notify ODU Research Foundation HR department if employment ends prior to the scheduled 108 end date.

Policy
Regular employees and Post Docs provide advance notice and a resignation letter to his/her supervisor as soon as the decision has been made to separate from ODU Research Foundation employment. When an employee leaves the Research Foundation it is their responsibility to:

- Return keys to Facilities Management or follow supervisor's instructions;
- Return library materials and pay fines;
- Check parking decal refunds with Parking and Transportation Services and pay parking fines;
- Pay outstanding advances, debts, tuition assistance, and make final check arrangements with the Research Foundation;
- Return equipment, supplies and records to supervisor

Procedure – PI Requirement
Principal Investigators (PIs) are required to notify the Research Foundation Human Resources Department of pending termination of all Regular Status and Postdoctoral employees prior to the last day of work. Notification to Human Resources must occur no later than one workday upon the manager’s receipt of this information

Employee Procedures
Submit a resignation letter
The resignation letter should provide an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work. Reasonable advance notice is at least two weeks prior to the effective date of the resignation.

Schedule an exit interview
Regular status employees and postdoctoral associates who are eligible for benefits must contact the Research Foundation Human Resources Department to schedule a benefits exit interview prior to their last day of employment.

The exit interview is intended to provide information about arrangements for issuing the final pay check, conversion of benefits to non-group plans, and the option to continue health, dental and cafeteria plan benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and for updating security clearance information.

Provide Feedback
Employees who wish to provide feedback about their employment experience at the Research Foundation are encouraged to do so during the exit interview. This opportunity is provided for the employee to confidentially discuss his/her experiences as a Research Foundation employee.
Old Dominion University Research Foundation
Broad Band Compensation Plan

Research Foundation Bands
(State scales as of 07/10/2017)

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<thead>
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<th>MAX</th>
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<tr>
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NOTE: Band 9 used only in agencies with Medical Directors

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paid hourly

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paid hourly

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paid hourly

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Revised July 2017
**Old Dominion University Research Foundation**

**Broad Band Compensation Plan**

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<th>BAND</th>
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<td>07/10/17</td>
<td>07/10/17</td>
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**Exempt**

- **9** $127,852 MARKET
  - Used only in agencies that have Medical Directors

**57,491 - 172,594**

- **Financial Services Manager III** Director Finance
- **General Administration Manager III** Director Field, Director Sponsored Programs
- **Human Resource Manager III** Director HR
- **Science Manager III** Principal Scientist (PhD)
- **V-BAND III** Prog Mgr Field, Prog Analyst Sr, Sr Proj Engineer

**6** $57,342 - $134,764

- **Education Administrator III** Education Specialist III
- **Financial Services Manager II** Controller
- **Financial Services Specialist III** Associate Director Field
- **General Administration Manager II** Information Systems Manager
- **Information Technology Specialist III** Research Supervisor, Sr Project Manager
- **Scientist Manager II** Sr Research Scientist (PhD), Sr Project Scientist (non PhD), Prog Support Tech Sr
- **V-BAND II** Operational Analyst, Engineer, Project Engineer

**5** $43,892 - $105,811

- **Counselor III** Counselor III
- **Education Administrator II** Education Specialist II
- **Financial Services Manager I** Accounting Manager
- **Financial Services Specialist II** Sr Accountant, GCA II, GCA III
- **General Administration Manager I** Program Manager, General Office Mgr/Security
- **General Administration Super/Coord II** Manufacturing Specialist, Marketing Specialist, Program Coordinator
- **Human Resource Manager I** Human Resources Generalist
- **Information Technology Specialist II** IT Specialist II
- **Laboratory and Research Manager** Lab Manager, Sr Lab Manager, Equipment Specialist II
- **Media Specialist IV** Research Scientist II (PhD), Project Scientist (non PhD)
- **Program Coordinator**
- **Scientist Manager I**
- **Scientist II**

**4** $33,598 - $83,649

- **Counselor II** Counselor
- **Education Administrator I** Education Specialist
- **Financial Services Manager I** Accountant, GCA, Payroll Administrator, Grant Administrator
- **Financial Services Specialist I** Program Specialist, Office Manager, Technical Writer
- **General Administration Super/Coord I** HR Coordinator
- **Human Resource Analyst II** Lab Specialist Sr, Lab Supervisor, Equipment Specialist
- **Information Technology Specialist I** Research Scientist (PhD), Research Associate (non PhD)
- **Laboratory and Research Specialist II**
- **Media Specialist III**
- **Scientist I**

**3** $25,718 - $66,683

- **Administrative & Office Specialist III**
- **Laboratory and Research Specialist I**
- **Media Specialist II**

**2** $23,134 - $57,644

- **Administrative & Office Specialist II**
- **Laboratory and Research Technician**
- **Media Specialist I**

**1** $20,491 - $46,778

- **Administrative & Office Technician**
- **Media Specialist**

**F-BAND (Faculty)**

- **Rates established by ODU**
- **Salary varies by discipline**

**SSRP's**

- **Research Professor**
- **Research Associate Professor**
- **Research Assistant Professor**

**Non -SSRP's**

- **Instructor**
- **Post Doc, Visiting Scholar**

**Faculty ODU**

- **Professor**
- **Associate Professor**
- **Assistant Professor**

**Graduate Research Assistants**

- **Non-exempt Student Hourly Workers**
- **Hourly rates vary**

**Exempt Semester stipend**

**Salaried varies by department**

*Revised July 2017*
# Old Dominion University Research Foundation

## Broad Band Compensation Plan

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<tr>
<th>BAND</th>
<th>Overtime status</th>
<th>How Paid</th>
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### SSRPs

- F Band exempt salary, Research Professor: FACULTY
- F Band exempt salary, Research Associate Professor: FACULTY
- F Band exempt salary, Research Assistant Professor: FACULTY

### Non-SSRPs

- F Band exempt salary, Post Doc, Visiting Scholar: PD/VS

### Faculty ODU

- F Band exempt salary, Professor: FACULTY
- F Band exempt salary, Associate Professor: FACULTY
- F Band exempt salary, Assistant Professor: FACULTY
- F Band exempt salary, Instructor: FACULTY

*Revised Nov 2015*
OLD DOMINION UNIVERSITY  
STUDENT EMPLOYMENT WAGE SCALE  
EFFECTIVE DATE: July 16, 2009

GUIDELINES FOR CONSIDERATION IN DETERMINING STUDENT RATE OF PAY

<table>
<thead>
<tr>
<th>Starting Skill Level</th>
<th>GROUP I</th>
<th>GROUP II</th>
<th>GROUP III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimal skills</td>
<td>Moderate skills</td>
<td>Advanced skills</td>
</tr>
<tr>
<td>Typical educational level might be:</td>
<td>First year students</td>
<td>2nd-3rd year students</td>
<td>Seniors and graduate students, students with prior work experience, students with certification or specialized training.</td>
</tr>
</tbody>
</table>

| Minimum start pay | $7.25/hour | $8.15/hour | $11.40/hour |
| Typical jobs      | Grounds work, filing, photocopying, answering phones, assisting with mail, athletic room monitor, mailroom assistant, food services, cashier, ticket taker, usher, student escort, receptionist, computer lab worker. | Secretary, data entry, computer technician, assistant, recreation leader, life guard, aerobics instructor, teacher’s aide, database or spreadsheet manager, computer lab worker, peer advisor, lab mechanic assistant, information desk worker, test grader, audio visual tech, research assistant, production assistant, water safety instructor. | Graphic artist, photographer, LAN administrator trainee, experienced tutor, audio visual specialist, public relations assistant, training specialist, LPN, dental technician, programmer telecommunications specialist, athletic professional, senior research specialist, computer engineer, translator, interpreter |

Managers have the discretion to determine the starting pay rate, and to increase the rate of pay for students who remain employed in the unit on an on-going basis to acknowledge the increased skill, reliability and contribution to the work unit.
PERFORMANCE FEEDBACK

Employees need and deserve to receive feedback from supervisors regarding performance, whether it takes the form of recognition for a job well done or specific suggestions for improvement.

Regular status employees and postdoctoral associates will normally receive periodic written performance reviews. Generally, reviews are conducted annually on the employee’s anniversary date, or project funding renewal date, but may be conducted more frequently or less frequently, depending upon the business needs of the employing unit. Performance reviews may be conducted at any time at the request of the employee or the employee’s supervisor. The purpose of periodic review is:

- to document job performance objectively;
- to provide feedback;
- to clarify future job performance expectations and goals;
- to identify training and development needs.

Temporary employees, GRAs, and casual student employees typically receive performance review through informal feedback from the supervisor. An employee or an employee’s supervisor may conduct a more formal written performance review at any time. University faculty and SSRPs are evaluated through the University’s policy and procedures on evaluation of faculty.
**REVISED**

**2019-20 ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>2-Week Pay Period</th>
<th>e-PAS Due</th>
<th>Timesheet Due</th>
<th>Pay date</th>
<th>Pay Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester - 9.5 Pays</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/18/19-08/31/19</td>
<td><em>08/16/19</em></td>
<td><em>08/30/19</em></td>
<td>09/06/19</td>
<td>218</td>
</tr>
<tr>
<td>09/01/19-09/14/19</td>
<td>08/30/19</td>
<td>09/16/19</td>
<td>09/20/19</td>
<td>219</td>
</tr>
<tr>
<td>09/15/19-09/28/19</td>
<td>09/13/19</td>
<td>09/30/19</td>
<td>10/04/19</td>
<td>220</td>
</tr>
<tr>
<td>09/29/19-10/12/19</td>
<td>09/27/19</td>
<td>10/14/19</td>
<td>10/18/19</td>
<td>221</td>
</tr>
<tr>
<td>10/13/19-10/26/19</td>
<td>10/11/19</td>
<td>10/28/19</td>
<td>11/01/19</td>
<td>222</td>
</tr>
<tr>
<td>10/27/19-11/09/19</td>
<td>10/25/19</td>
<td>11/11/19</td>
<td>11/15/19</td>
<td>223</td>
</tr>
<tr>
<td>11/24/19-12/07/19</td>
<td><em>11/22/19</em></td>
<td>12/09/19</td>
<td>12/13/19</td>
<td>225</td>
</tr>
<tr>
<td>12/08/19-12/21/19</td>
<td>12/06/19</td>
<td><strong>12/16/19</strong></td>
<td>12/27/19</td>
<td>226</td>
</tr>
<tr>
<td>12/22/19-12/28/19</td>
<td><em>12/18/19</em></td>
<td>01/06/20</td>
<td>01/10/20</td>
<td>201 Split pay period</td>
</tr>
</tbody>
</table>

| **Spring Semester - 9.5 Pays** |             |               |            |           |
| 12/29/20-01/04/20 | *12/18/19*  | 01/06/20      | 01/10/20   | 201 Split pay period |
| 01/05/20-01/18/20| 01/03/20    | 01/20/20      | 01/24/20   | 202       |
| 01/19/20-02/01/20| 01/17/20    | 02/03/20      | 02/07/20   | 203       |
| 02/02/20-02/15/20| 01/31/20    | 02/17/20      | 02/21/20   | 204       |
| 02/16/20-02/29/20| 02/14/20    | 03/02/20      | 03/06/20   | 205       |
| 03/01/20-03/14/20| 02/28/20    | 03/16/20      | 03/20/20   | 206       |
| 03/15/20-03/28/20| 03/13/20    | 03/30/20      | 04/03/20   | 207       |
| 03/29/20-04/11/20| 03/27/20    | 04/13/20      | 04/17/20   | 208       |
| 04/12/20-04/25/20| 04/10/20    | 04/27/20      | 05/01/20   | 209       |
| 04/26/20-05/09/20| 04/24/20    | 05/11/20      | 05/15/20   | 210       |

| **Summer Semester - 7 Pays** |             |               |            |           |
| 05/10/20-05/23/20 | *05/08/20*  | *05/25/20*    | 05/29/20   | 211       |
| 05/24/20-06/06/20| 05/22/20    | 06/08/20      | 06/12/20   | 212       |
| 06/07/20-06/20/20| 06/05/20    | 06/22/20      | 06/26/20   | 213       |
| 06/21/20-07/04/20| 06/19/20    | 07/06/20      | 07/10/20   | 214       |
| 07/05/20-07/18/20| 07/03/20    | 07/20/20      | 07/24/20   | 215       |
| 07/19/20-08/01/20| 07/17/20    | 08/03/20      | 08/07/20   | 216       |
| 08/02/20-08/15/20| 07/31/20    | 08/17/20      | 08/21/20   | 217       |

* Earlier submission of payroll authorizations (e-PAS) or time sheets requested due to new semester or holiday observance.

** ODURF/ODU is CLOSED Tuesday 12/24/19 through Wednesday 01/01/20. In order to process payroll for the 12/27/19 pay date, we MUST have the time sheets for the 12/08/19 - 12/21/19 pay period BEFORE Winter Break. Please submit time sheets by 10 A.M. on Monday, December 16, 2019. You may estimate your time for the week of 12/08/19 - 12/21/19. Any corrections may be made on the following pay period (pay date 01/10/20).

Payroll Authorization (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.
### 2019 Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Monday January 21</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Monday May 27</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Thursday July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Friday July 5</td>
<td>Additional Holiday NEW</td>
</tr>
<tr>
<td>Monday September 2</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Wednesday November 27</td>
<td>Day before Thanksgiving (4 hours – close at noon)</td>
</tr>
<tr>
<td>Thursday November 28</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Friday November 29</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>Tuesday December 24</td>
<td>Day before Christmas</td>
</tr>
<tr>
<td>Wednesday December 25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Thursday – Tuesday December 26-31</td>
<td>End of Year</td>
</tr>
</tbody>
</table>

Wednesday January 1, 2020 New Year’s Day

Some employees may need to work during the holidays, and the appropriate holiday pay and leave policies will apply. Consult the ODU Research Foundation Employee Handbook, [http://researchfoundation.odu.edu/pdf/handbook.pdf](http://researchfoundation.odu.edu/pdf/handbook.pdf) or contact the Department of Human Resources for guidance.
LEAVE POLICY

Pay for time not worked is a privilege and a benefit provided to regular status employees and postdoctoral associates of the Research Foundation. Regular status employees and postdoctoral associates are eligible for the following types of paid leave: holiday, annual, sick, bereavement, civil, and military leave. Supervisors are responsible for monitoring, administering, and maintaining the integrity of the Research Foundation's leave policy. Abuse of leave is grounds for disciplinary action, up to and including termination.

All leave used must be recorded on a leave request form and indicated on the biweekly time sheet, as required for hourly paid employees. Time and leave reports must be submitted to the payroll coordinator by the due date for the pay period in which it incurred. Supporting documentation if required (for example: military orders, doctor’s certificate, subpoena), should be attached to the leave request form. The payroll coordinator verifies and posts leave usage and leave accrual during the payroll process.

HOLIDAY LEAVE

Regular status employees and postdoctoral associates are eligible for paid holidays declared by the Research Foundation each year. A holiday schedule is published each calendar year indicating the specific holidays that will be observed. If a holiday falls on a Saturday, the preceding Friday will be observed; when it falls on a Sunday, the following Monday will be observed.

The Research Foundation follows the holiday schedule approved by the University. The holiday schedule is also posted on the Research Foundation website: www.researchfoundation.odu.edu

RELIGIOUS HOLIDAYS

Supervisors should make reasonable accommodations for the religious holiday needs of employees, unless the leave will result in undue hardship for the department or research foundation operations. Employees should request leave in advance. Time off for religious holidays is charged to the employee's accrued annual, or leave without pay, as appropriate.

EMPLOYMENT DATE FOR BENEFITS AND LEAVE ACCRUAL

The employment date for benefits and leave accrual is the date the employee begins regular status or postdoctoral associate status employment. This date is used to determine length of service for leave accumulation (accrual) and eligibility for health and dental benefits. If an employee’s employment type changes from a non-benefited category to regular employee or postdoctoral associate status (eligible for health, vision, dental, and leave accrual benefits), the effective date of the status change will become the employment date for benefits. A special eligibility date will be established when Temporary Status employees become eligible for the Qualified Non-Elective Retirement Contribution based upon eligibility criteria established by the Old Dominion University Research Foundation Tax-Sheltered Retirement Plan.
ANNUAL LEAVE

Leave accumulation (accrual) begins the first day of regular employee or postdoctoral associate status employment. Annual leave accrual is based on the actual number of hours paid up to 80 hours per pay period. Regular status employees and postdoctoral associates are eligible for annual leave accrued according to length of leave eligible service. Maximum carry-over of annual leave at fiscal yearend (June 30) is based on completed years of service.

<table>
<thead>
<tr>
<th>MONTHS OF LEAVE ELIGIBLE SERVICE</th>
<th>MAXIMUM HOURS EARNED PER PAY PERIOD</th>
<th>MAXIMUM HOURS EARNED PER YEAR</th>
<th>MAXIMUM CARRY-OVER IN HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 48 months</td>
<td>4.62</td>
<td>120</td>
<td>192</td>
</tr>
<tr>
<td>49 – 108 months</td>
<td>5.54</td>
<td>144</td>
<td>240</td>
</tr>
<tr>
<td>109 – 240 months</td>
<td>6.46</td>
<td>168</td>
<td>288</td>
</tr>
<tr>
<td>241 + months</td>
<td>7.39</td>
<td>192</td>
<td>336</td>
</tr>
</tbody>
</table>

The posting of annual leave to an employee’s record is done at the end of each pay period. Annual leave is accrued while the employee is receiving workers’ compensation. Annual leave is not accrued when an employee is on leave without pay. **Annual leave may not be taken and is not available until posted each payday.**

All leave is only approved as business circumstances permit. The Research Foundation will attempt to grant all eligible employees annual leave at the time they desire to take it. However, the Research Foundation must maintain adequate staffing of all departments at all times. Where conflicts develop, they will be resolved as fairly as possible. Approval by the supervisor on a leave request form is required before taking annual leave. All leave used must be recorded on a leave request form and indicated on the employee’s time sheet, if required. Supervisors forward to the Payroll Department properly completed leave request forms by the due date published for the payroll period in which it occurred. Leave use is recorded in hourly increments rounded to the nearest quarter hour. The minimum use is one (1) hour.

When unusual circumstances make it necessary for an employee to request annual leave time without advance notice, the employee should contact their supervisor for permission within 30 minutes of the beginning of the scheduled workday. Employees who become sick while on approved annual leave may elect to convert all or any part of their annual leave to sick leave by submitting a doctor’s medical statement which substantiates the time period of the illness. Normal sick leave provisions apply. Annual leave may also be used while on an approved FMLA qualified leave as described in the FMLA policy.

Employees who change from a leave eligible type of employment (Regular and postdoctoral associate) to a non-eligible type of employment (temporary and casual) will no longer be eligible for leave accrual. Existing annual leave balances shall be cashed out or retained for use until exhausted.

Upon termination, leave eligible employees will be paid for available annual leave hours accrued to the date of separation, up to the maximum carry-over limitations based on years of leave eligible service.
SICK LEAVE

Leave accumulation (accrual) begins the first day of regular status or postdoctoral associate status employment. Sick leave accrual is based on the actual number of hours paid, up to 80 hours per pay period. A maximum of 3.69 hours is accrued each pay period. Sick leave accrual does not increase with length of service. There is no maximum limit to the amount of sick leave that regular status and postdoctoral associates may accrue or carry-over at fiscal yearend (June 30). The posting of sick leave to an eligible employee's record is done at the end of each pay period. Sick leave is accrued while the employee is receiving workers' compensation. Sick leave is not accrued when an employee is on leave without pay.

Sick leave may not be taken and is not available until posted each payday. Approval by the supervisor on a leave request form is required. All leave used must be recorded on a leave request form and indicated on the employee's time sheet, if required. Supervisors forward to the Payroll Coordinator properly completed leave request forms by the due date published for the payroll period in which it occurred. Leave use is recorded in hourly increments rounded to the nearest quarter hour. The minimum use is one (1) hour.

Sick leave may be used in cases of illness, injury, or scheduled medical or dental treatment of the employee or a member of the employee’s immediate family (defined as child, spouse, parent, or any person living in the employee’s household). Use of sick leave to care for an immediate family member is limited to no greater than three (3) days (24 paid hours maximum) per incident and a total of 48 paid hours per fiscal year. Sick leave may also be used while on an approved FMLA qualified leave as described in the FMLA policy. The 48 hour per year limitation is waived in case of certified FMLA leave to care for an eligible family member. Under an approved FMLA leave, employees may use up to 33 percent of their sick leave balance available at the beginning of the FMLA leave period to care for an immediate family member or up to 48 hours per year, whichever is greater.

A request for sick leave for a non-emergency medical or dental appointment during work hours must be made in advance. Medical and dental appointments should be scheduled so as to minimize disruption to the workplace and time away from work. If at all possible, employees must notify their supervisor within 30 minutes of the beginning of the scheduled work day on each day of absence.

Employees who are on sick leave for more than three (3) consecutive work days and require further treatment must contact the Research Foundation Human Resources Department. When an absence exceeds three (3) work days and extended medical treatment is required, employees should communicate with their supervisor and the Research Foundation Human Resources Department frequently about their health status and anticipated return to work date. For additional information on extended leave for medical reasons, see the FMLA policy.

If an employee becomes ill during the day, the supervisor must be notified before the employee leaves the work site. In case of injury requiring immediate medical treatment, the supervisor should be notified as soon as possible that the employee has been transported for medical treatment. Failure to follow procedures may result in the time missed being treated as unpaid time and result in disciplinary action. The supervisor may require a doctor’s medical release to substantiate any use of sick leave.

Employees who are absent for more than three (3) consecutive work days for personal medical reasons must submit a doctor's medical release which states that they are able to return to work and specifies any medical restrictions and limitations. A supervisor may not allow the employee's return to work without this release. It is the employee's responsibility to obtain and provide specific information from their doctor regarding any restrictions and limitations on work to be performed. Employees with medical restrictions will not be permitted to return to work until it can be determined that suitable work is available within their medical restrictions.

Employees may elect to use accrued sick leave to supplement workers' compensation (see Handbook Section 5 – “Workers’ Compensation/Accident Reporting”).

Employees who change from a leave eligible type of employment (Regular and postdoctoral associate) to a non-eligible type of employment (temporary and casual) will no longer be eligible for leave accrual. Existing sick leave balances may be retained for use until exhausted. Employees with over five (5) years employment in a leave eligible status may cash out sick leave based on provisions outlined below for termination.
Worker’s Compensation Claims

Purpose
What to do in the event an ODU Research Foundation employee has an at-work or work related accident.

Policy
Research Foundation employees are provided workers' compensation insurance in accordance with state or applicable federal law. The Research Foundation pays the cost of the insurance plan. Workers' compensation insurance covers employee injuries or illnesses arising out of, and in the course of, employment. Workers’ compensation insurance provides for partial salary continuation in the event of a work related accident or illness

Procedures

PI Requirements
At the time the employee notifies his/her supervisor of the accident the supervisor provides the employee with a workers’ compensation accident report. This report can also be found on the Research Foundation website or http://www.researchfoundation.odu.edu/pdf/AccidentForm.pdf
If the PI knows of witnesses to the accident, a written account should also be submitted along with the accident report form.

Employee Requirements
When an employee has an at-work or work related accident the employee should immediately notify their supervisor. This initial notification should be made before the employee seeks medical treatment except for injuries requiring emergency medical treatment.
This initial notification to their supervisor should be made even if the employee does not anticipate needing medical treatment.

• An employee who is injured or becomes ill in a manner requiring emergency treatment should obtain immediate medical treatment from the nearest treatment facility or emergency room.
A listing of local area treatment facilities is published under “Human Resources” on the Research Foundation website: http://www.researchfoundation.odu.edu/index.html or http://www.researchfoundation.odu.edu/hr/accidenttreatment.html

The completed form is faxed or emailed to your relevant ODURF Human Resources Coordinator within 2 business days. The form is reviewed, any follow up questions will be directed to the injured to the employee or to his/her supervisor if the employee is not available.

• Note: In the case of severe injury, the supervisor must fill out want is known and submit the form to ODURF Human Resources to avoid penalty for late filing (5 days)

The HR Coordinator will submit the claim to our insurance carrier.

HR will communicate with supervisors on the status of injured employees. The HR department will also communicate with the insurance carrier regarding any concerns/questions.
LIST OF PROVIDERS

Any employee who is injured or becomes ill on the job must immediately report such injury or illness to his/her supervisor.

The supervisor should then send the employee requiring emergency treatment to the nearest facility or emergency room.

Supervisors should report a non-emergency injury or illness to the Human Resources Department before referring the employee for medical treatment.

The supervisor will notify the Human Resources Department as soon as possible that the employee has been transported for medical treatment.

Prior to returning to work, the employee must obtain a medical release which specifies any restrictions.

In case of an at-work accident, the following hospitals and Urgent Care Centers may be used. The health providers listed are Optima Health carriers.

HOSPITALS

CHESAPEAKE
CHESAPEAKE GENERAL HOSPITAL
736 N. Battlefield Blvd. (CGH)
Chesapeake, VA 23320
757-547-8121

FRANKLIN
SOUTHAMPTON MEMORIAL HOSPITAL
100 Fairview Dr., Franklin, VA 23851
757-569-6193

HAMPTON
SENTARA CAREPLEX HOSPITAL
3000 Coliseum Dr., Hampton, VA 23666
757-736-1000

NEWPORT NEWS
MARY IMMACULATE HOSPITAL
2 Bernadine Dr., Newport News, VA 23602
757-886-6000

NORFOLK
BON SECOURS DEPAUL MEDICAL CENTER
150 Kinglsey Lane, Norfolk, VA 23505
757-889-5000

SENTARA LEIGH HOSPITAL
830 Kempsville Rd., Norfolk, VA 23502
757-466-6000

SENTARA NORFOLK GENERAL HOSPITAL
600 Gresham Dr., Norfolk, VA 23507
757-668-3000

PORTSMOUTH
BON SECOURS MARYVIEW MEDICAL CENTER
3636 High St., Portsmouth, VA 23707
757-398-2200

SUFFOLK
OBICI HOSPITAL
2800 Godwin Blvd., Suffolk, VA 23439
757-934-4000

VIRGINIA BEACH
SENTARA BAYSIDE HOSPITAL
800 Independence Blvd., Virginia Beach, VA 23455
757-363-6100

SENTARA VIRGINIA BEACH GENERAL HOSPITAL
1060 First Colonial Rd., Virginia Beach, VA 23454
757-395-8000

WILLIAMSBURG
SENTARA WILLIAMSBURG COMMUNITY HOSPITAL
301 Monticello Ave. Box 8700
Williamsburg, VA 23185
757-259-6000
URGENT CARE CENTERS

CHESAPEAKE
PATIENT FIRST - BATTLEFIELD BLVD.
705 N. Battlefield Blvd., Chesapeake, VA 23320
757-547-0688

PATIENT FIRST - CEDAR RD.
1239 Cedar Rd., Chesapeake, VA 23322
757-721-0512

GRAFTON
MARY IMMACULATE MEDCARE
101 York Crossing Rd., Grafton, VA 23692
757-886-6060

HAYES
GLOUCESTER CONVENIENT CARE (SMG)
2348 York Crossing Dr., Hayes, VA 23702
804-684-2000

NEWPORT NEWS
J. CLYDE MORRIS MEDICAL ASSOCIATES (SMG)
747 J Clyde Morris Blvd., Newport News, VA 23601
757-599-6117

NORFOLK
LITTLE CREEK MEDICAL ASSOCIATES (SMG)
1326 E. Little Creek Rd., Norfolk, VA 23518
757-583-6338

NDC URGENT CARE CENTER (SMG)
850 Kempsville Rd., Norfolk, VA 23502
757-466-5999

PATIENT CHOICE - GHENT (PPMG)
957 W. 21st St., Suite E
Norfolk, VA 23517
757-622-8358

PORTSMOUTH
BON SECOURS MEDCARE
4700 George Washington Hwy
Portsmouth, VA 23702
BON SECOURS MEDCARE
5615 High St. West Ste. A, Portsmouth, VA 23703
757-484-5002
757-413-7600
757-487-9200

VIRGINIA BEACH
CHIMNEY HILL MEDICAL ASSOCIATES (SMG)
3745 Holland Rd., Virginia Beach, VA 23452

FAMILY PRACTICE SPECIALISTS AND URGENT CARE (SMG)
816 Independence Blvd. Ste. 100
Virginia Beach, VA 23455
757-363-6800

LITTLE NECK MEDICAL ASSOCIATES (SMG)
2859 Virginia Beach Blvd.
Virginia Beach, VA 23452
757-340-4901

PATIENT FIRST - GENERAL BOOTH
1605 General Booth Blvd.
Virginia Beach, VA 23454
757-721-0512

PATIENT FIRST - HOLLAND RD.
3432 Holland Rd., Virginia Beach, VA 23452
757-468-1855

PATIENT FIRST - INDIAN RIVER
5486 Indian River Rd., Virginia Beach, VA 23464
757-473-8400

PATIENT FIRST - NEWTOWN RD.
332 Newtown Rd., Virginia Beach, VA 23462
757-473-8400

PROVIDENCE ROAD FAMILY PRACTICE & URGENT CARE (SMG)
5320 Providence Rd. Ste. 301,
Virginia Beach, VA 23464

WILLIAMSBURG
RIVERSIDE WILLIAMSBURG URGENT CARE
5231 John Tyler Hwy, Williamsburg, VA 23185
757-220-8300

WILLIAMSBURG COMMUNITY URGENT CARE, LLC
5251 John Tyler Hwy, Suite 15
Williamsburg, VA 23185
757-259-1900

33
Family and Medical Leave Act (FMLA)

**Purpose**
The purpose is to provide an effective means for administering the Family and Medical Leave Act of 1993 (FMLA) and to ensure compliance.

**Policy**
Family and Medical Leave Act of 1993

FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.


It is the policy of the Commonwealth to fully comply with the FMLA and provide eligible employees with up to 12 weeks of unpaid family and medical leave per leave year because of their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

**Eligibility Requirements**
Employees are eligible if they have worked for at least one year, for 1,250 hours over the previous 12 months.

**Basic Leave Entitlement**
FMLA requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.
Procedure

PI Responsibilities
If an employee is absent for three days, the PI should notify the appropriate HR representative with the Research Foundation. He or she will follow up with the employee and get the appropriate documentation started.

When the employee returns to work, a doctor’s note declaring them fit for duty should be requested/ provided on that first day back.

Employee Responsibilities
• Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable.

• When 30 days’ notice is not possible, the employee must provide notice as soon as possible. It should generally comply with normal call-in procedures.

• Employees must provide sufficient information to determine if the leave qualifies for FMLA protection as well as the anticipated timing and duration of the leave.

• The employee is responsible for ensuring that the health care provider completes the required certification of the employee’s or family member’s serious health condition to be eligible for FMLA coverage. The medical certification should be provided within 15 calendar days of the request to use FMLA leave.

• Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employer Human Resources Responsibilities
• Employers must inform employees requesting leave whether they are eligible under FMLA.

• If yes, a notice of eligibility and rights and responsibilities under FMLA is issued to the employee within five business days (absent extenuating circumstances). The notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

• Employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.
Instructions for completing
Time sheets

When signing a time sheet, please be sure to use black or blue ink only:

- Employee Name
- UIN
- Mark the “Yes” or “No” box if you are an ODU state classified employee

**Week 1 section**
- Enter the start date for week 1; the end date will calculate. Please see the Payroll Schedule for the pay period dates.
- Enter the project number – Please enter the project number in the project (1) line. If you are working on more than one project in a particular week, enter the additional project number in the project (2) line.
- Record the “in” and “out” times each day you work. *Entering only total hours in a particular day will not be accepted.* If you take a lunch, record the “in” and “out” times before and after the lunch break.
- Enter hours in non-military time, hour: minutes (9:00 AM) space AM or PM
- The total hours per day for each day worked will calculate.
- The total hours, regular hours, and overtime hours at the end of week 1 will calculate.

**Week 2 section**
- Enter the start date for week 2; the end date will calculate.
- Enter the project number – Please enter the project number in the project (1) line. If you are working on more than one project in a particular week, enter the additional project number in the project (2) line.
- Record the “in” and “out” times each day you work. If you take a lunch, record the “in” and “out” times before and after the lunch break.
- Enter hours in non-military time, hour: minutes (9:00 AM) space AM or PM
- The total hours per day for each day worked will calculate.
- The total hours, regular hours, and overtime hours at the end of week 2 will calculate.

**Recap section**
- Enter in your hourly rate under RATE for Project #1, Project #2, Annual Leave and Sick Leave, if applicable.

- Sign your time sheet
- Have your supervisor approve your time sheet
- If you are also an ODU state classified employee, the Dean or Vice President must approve your time sheet
- Submit your completed time sheet by the due date as stated on the Payroll Schedule.
- Keep copies as needed (for employee and supervisor)
Overtime Policy

Overtime is calculated at 1 ½ times your regular rate of pay after forty (40) actual hours worked in one week. Additional hours worked when annual, sick, and / or holiday hours are included in the forty (40) hour work week will be calculated at your regular rate of pay. For example, if you took eight (8) hours annual leave on Monday and worked thirty-six (36) hours the rest of the week for a total of forty-four (44) hours, you will be paid eight (8) annual leave hours and thirty-six (36) hours at your regular rate of pay. Please refer to your ODU Research Foundation employee handbook for additional information regarding the overtime policy.

Leave Request Form (for fully benefited hourly employees only)

In addition to entering annual or sick leave taken on the time sheet, please be sure to fill out the following information on a leave request form and submit it to the Research Foundation:

- Name
- Social Security number
- Type of Leave requested
- Number of Hours
- Leave request date
- Your employee signature
- Explanation of absence if leave other than annual is taken
- Your supervisor’s signature
- Attach the leave request form to time sheet

Missing Signatures

If an employee’s signature or supervisor’s signature is missing from the time sheet, your pay check will be held at the Research Foundation. If an employee has direct deposit, the direct deposit will be suspended for the current payroll. Once a signature is furnished, your pay check will be released.

Incomplete time sheets with missing project numbers, starting and ending period date, “in” and “out” times, and / or signatures may delay the processing of your time sheet. Time sheets received after the deadline (as stated on the Payroll Schedule) will be processed with the next payroll cycle.
FORMS

Forms that were printed in this procedural guide can be found at:
http://www.researchfoundation.odu.edu/forms/forms.htm