

THE SPINNAKER

HR UPDATE

SPRING 2020

JANUARY 20, 2020

INSIDE THIS ISSUE

PAGE 2

NEW YEAR, NEW LEAVE

Reminder for classified employees that annual leave rolled over on January 10th.

VRS AUTO ESCALATION

Reminder for VRS Hybrid retirement participants of the automatic increase will show on the January 16th paycheck and learn more about the increase.

SUPPLEMENTAL RETIREMENT PLANS

Learn more about the 403(b) and 457 Deferred Compensation supplemental retirement plans and how to participate in these plans.

OPEN ENROLLMENT THIS SPRING

A friendly reminder that open enrollment for health insurance and flexible spending accounts occurs each spring.

PAGE 3

OPTIONAL RETIREMENT PLAN REMINDER

A friendly reminder of key dates and information for former Fidelity ORPHE participants.

TUITION REIMBURSEMENT UPDATES

Learn more about updates to the Tuition Reimbursement Policy and Request Form.

SPRING 2020 DEVELOPMENT OPPORTUNITIES

View the programs and schedules for Spring 2020 development opportunities to include the Social & Emotional Intelligence Certificate and Computer courses.

PAGE 6

EMPLOYEE WELLNESS – FROM LUNCH AND LEARNS TO SEMINARS BY REQUEST

Learn more of a new way to participate and show support for wellness initiatives.

WHY YOU SHOULD WRITE OUT “2020” IN DATES

Learn how you can protect yourself from potential fraud with important, professional and legal documents this year.

NEW DISASTER AWARENESS AND C.R.A.S.E. TRAINING

Welcome back and Happy New Year! To begin the New Year, the Department of Human Resources Management has added two new mandatory training courses for all state employees. Both trainings, noted below, can be completed in the COV Learning Center.

- [VDEM – VA. State Employee Disaster and Emergency Awareness \(Annual Training\)](#)
- [Civilian Response to Active Shooter Events \(CRASE\) \(One time training\)](#)

Those who attended the in-person CRASE training in August of 2019 do not have to complete the CRASE online module.

For assistance with locating or logging into the COV Learning Center, visit the [Development and Wellness website](#) or contact the Office of Human Resources.



OFFICE OF HUMAN RESOURCES

Phone: 594-7145 Fax: 594-7236 Email: hr@cnu.edu HR Website: <https://interweb.cnu.edu/hr/>

NEW YEAR, NEW LEAVE

Annual leave for classified employees rolled over on January 10th. If the annual leave balance was greater than the allotted roll over amount, the total annual leave is reduced to the maximum carry over limit.

Maximum leave carryover amounts depends on an employee's years of service and can be viewed in the Department of Human Resources Management Annual Leave Policy 4.10.

Virginia Sickness and Disability Program (VSDP) sick leave and personal family leave also reset on January 10th (for all employees enrolled in VSDP).

Leave balances are available for review through the TAL Timesheet System.

VRS AUTO ESCALATION

On January 1, 2020, employees' voluntary contributions to their Hybrid 457 Plan Account will automatically increase by .5% (if they are not already contributing the maximum 4%) for employees who did not opt-out of the auto-escalation.

The new payroll deduction will appear on the January 16th paycheck.

For more information about the 2020 auto-escalation, visit the [VRS Website](#) or view this [ICMARC auto-escalation information sheet](#).

For more information regarding voluntary contributions, visit the [VRS Resource Center for Hybrid Retirement Plans](#).



SUPPLEMENTAL RETIREMENT PLANS

Employees who are contributing to a 403(b) supplemental retirement account with TIAA, Valic, MetLife, or Lincoln and/or the IMCA-RC 457 Deferred Compensation Plan are eligible to defer \$19,500.00 in pre-tax money per calendar year into the 403(b) and \$19,500.00 pre-tax money into the 457 Deferred Compensation Plan. Employees age 50 and older are eligible to defer \$26,000.00 per calendar year into their 403(b) and/or the 457 plan.

Employee's wishing to make an increase to their 403(b) Salary Reduction for TIAA, VALIC, Lincoln or MetLife should complete a Salary Reduction Agreement Form and return it to the office of Human Resources.

Please remember that the 403(b) forms go through a third party vendor, Fringe Benefit Management Company (FBMC) and will be processed based on the date received in HR. The deadlines for receipt of the information by our third party vendor based on payroll processing can be found on the Department of Accounts website under the [2020 TPA Calendar](#).

OPEN ENROLLMENT FOR HEALTH INSURANCE AND FLEXIBLE SPENDING ACCOUNTS

Open Enrollment for Health Insurance Plans and Flexible Spending Accounts occur in the spring. Open Enrollment is an opportunity for employees to:

- Change their health plans
- Increase or decrease health membership
- Continue, increase or decrease the flexible spending account
- Waive health coverage

Employees cannot make changes to their plans throughout the year unless they have a Qualifying Mid-Year event.

More information will be coming once the Office of Human Resources receives communication regarding the Open Enrollment from the Department of Human Resources Management.

TUITION REIMBURSEMENT UPDATES

We are excited to share some updates to the Tuition Reimbursement Policy and reimbursement request form. In March of 2019, the Tuition Reimbursement Policy was updated with the following changes:

- Full Time Faculty and Staff are eligible for Tuition Reimbursement after one (1) year of Christopher Newport Service. The one year of service must be completed prior to the start of the class.
- The deadline to submit the Tuition Reimbursement Request has changed. The request form is due to the supervisor at least 30 days prior to the course. The newly [updated Tuition Reimbursement Form](#) can be found on the Human Resources Website.

As a reminder, eligible faculty and staff may receive \$5,250 per calendar year (up to 4 credits per semester) for graduate level courses. For questions or additional information, please contact the Office of Human Resources.



DIRECT **YOUR**
DEVELOPMENT
FOR SUCCESS

SPRING 2020 SOCIAL & EMOTIONAL INTELLIGENCE PROGRAM

We debuted our Social and Emotional Intelligence Certificate program for Christopher Newport Faculty and Staff last fall and have received astounding positive feedback of the program. We are excited to offer this program again this semester, with details and the course schedule on page three of this newsletter or on the Human Resources Development and Wellness website.

If you are interested in this program, you can [register for this program in the COV Learning Center](#). Participation is capped at 16 participants per semester.

For questions or additional information, please contact Christopher Kinney at Christopher.kinney@cnu.edu or 4-7765.

MICROSOFT ESSENTIALS CERTIFICATE AND OTHER TECHNOLOGY COURSES

See page five of this newsletter or the Development and Wellness website for schedule for the Spring 2020 Microsoft Essentials Certificate and additional technology related courses.

ORPHE 2020 REMINDERS

Last year, participants enrolled in the Optional Retirement Plan for Higher Education with Fidelity as their provider were given information on the transition period and how to select a new provider.

In 2020, there are some key dates and reminders we wanted to share with previous Fidelity participants.

- **January 16, 2020** – First pay date with your new service provider (if actively employed)
- **January 31, 2020** – Blackout period at Fidelity begins. During this time, you will be unable to access or modify your Fidelity account.
- **February 7, 2020** – On or about this date, your existing Fidelity primary fund balances will transfer to your new provider (unless you choose to keep your balance at Fidelity).
- **February 14, 2020** – On or about this date, the blackout period is expected to be lifted at DCP and TIAA. Blackout period may end sooner if possible.

For more information, please review the [Fidelity transition flyer for ORPHE Participants](#).

WHY SHOULD I PARTICIPATE?

Social and Emotional Intelligence focuses on ability to be aware of and understand our emotion in order to be able to manage our behavior and relationships.

This program helps to develop this ability and the skills to manage our behavior, which can have positive impacts both inside and outside the workplace.

Social & Emotional Intelligence Development Certificate

For Christopher Newport Faculty & Staff

Developing the skills for a greater awareness and understanding of our emotions, in order to better manage ourselves and our relationships both inside and outside the workplace.

[Register in the COV Learning Center.](#)

16 Max Participants per Semester. Registration Ends February 7th!

Spring 2020 Program Schedule – Core Courses

Introduction & Self-Awareness	Wednesday, 2/12/2020 2:30pm-4:00pm HR 3 rd Floor Training Room
Self-Management	Wednesday, 2/26/2020 2:00pm-3:00pm HR 3 rd Floor Training Room
Awareness of Others	Wednesday, 3/11/2020 2:00pm-3:00pm HR 3 rd Floor Training Room
Relationship Management	Wednesday, 3/25/2020 2:30pm-3:30pm HR 3 rd Floor Training Room

Spring 2020 Program Schedule – Elective Courses (Must be registered in the program and have completed the Introduction and Self-Awareness Course to register for electives)

Accurate Self-Assessment	Tuesday, 2/18/2020 10:00am-10:30am HR 3 rd Floor Training Room
Personal Power	Thursday, 3/5/2020 10:00am-10:30am HR 3 rd Floor Training Room
Stress Management	Tuesday, 3/17/2020 10:00am-10:30am HR 3 rd Floor Training Room
Resilience	Tuesday, 3/31/2020 10:00am-10:30am HR 3 rd Floor Training Room
Innovation & Creativity	Tuesday, 4/7/2020 10:00am-10:30am HR 3 rd Floor Training Room
Organizational Awareness	Thursday, 4/9/2020 10:00am-10:30am HR 3 rd Floor Training Room
Conflict Management	Tuesday, 4/14/2020 10:00am-10:30am HR 3 rd Floor Training Room
Coaching & Mentoring Others	Thursday, 4/16/2020 10:00am-10:30am HR 3 rd Floor Training Room

Certificate Requirements

Complete all four (4) Core Courses

Completion of six (6) total Elective Courses (details noted below). Electives vary each semester.

Self-Awareness (Complete Any 1)	Awareness of Others (Complete Any 1)
Emotional Self-Awareness Accurate Self-Assessment Personal Power	Empathy Organizational Awareness Service Orientation
Self Management (Complete Any 2)	Relationship Management (Complete Any 2)
Behavioral Self-Control Integrity Innovation & Creativity Initiative & Bias for Action Achievement Drive Realistic Optimism Resilience Stress Management Personal Agility Intentionality	Communication Interpersonal Effectiveness Powerful Influencing Skills Conflict Management Inspirational Leadership Catalyzing Change Building Bonds Teamwork & Collaboration Coaching & Mentoring Others Building Trust

Completion of Social + Emotional Intelligence Assessment (completed as part of the Core Courses).

Participation in an Assessment Debrief and two (2) Development Meetings with Certified Coach

Completion of elective application assignments & debriefs (for electives chosen).
Elective assignment debriefs can be completed via phone, email, or in person (assignments vary based on elective topic).



MEET OUR FACILITATOR



CHRISTOPHER KINNEY
TRAINING AND DEVELOPMENT
MANAGER

SOCIAL & EMOTIONAL
INTELLIGENCE CERTIFIED
COACH

Prior to joining the CNU Human Resources Team, Chris served as the Senior Training Consultant at ODU, working alongside departments and teams to build customized talent and organizational development strategies. Chris brings over a decade of leadership experience from the private sector, with several years leading the training and development function for an operating department.

Chris holds a B.S. in Psychology and MBA from Old Dominion University. Chris also holds an M.A. in Industrial & Organizational Psychology and is currently pursuing a Ph.D. in Industrial & Organizational Psychology from Adler University.

Outside of work and school, Chris enjoys movies, music, and playing the guitar.
Favorite Quote: "If you want to go fast, go alone. If you want to go far, go together."
– African Proverb.



MICROSOFT WORD: BEYOND THE BASICS

Microsoft Word is an essential tool for creating documents, handouts, and other written work. It also has a number of advanced features designed for collaboration and research. These features allow users to compile research sources, incorporate feedback of others, and add protection to the final draft of their document. This course will demonstrate the basic and advanced functionality of Microsoft Word. [Register in the Learning Center.](#)

EXCEL BASICS

This course will demonstrate the basic functions of excel, including entering information, formatting your spreadsheet, and sorting information. [Register in the Learning Center.](#)

EXCEL FUNCTIONS & FORMULAS

While you can use excel to organize and display information, its real usefulness can be found in formulas and functions. These allow you to perform mathematical calculations, count how many times a particular item appears in a list, manipulate text and much more. [Register in the Learning Center.](#)

POWERUP YOUR POWERPOINT!

Microsoft PowerPoint is a powerful tool to organize multimedia content and prepare it for widespread presentation. This course will demonstrate the basic functions of PowerPoint, including creating slides, creating or selecting designs and layouts, adding multimedia content, and sharing your presentation through a variety of modes. With what you learn here, you'll have a strong foundation for using the basic features of PowerPoint in your work or curriculum. [Register in the Learning Center.](#)

WORK SMARTER WITH TRELLO!

Trello lets you work more collaboratively and get more done. Trello's boards, lists, and cards enable you to organize and prioritize your projects in a fun, flexible, and rewarding way.

Trello can be used for both individuals and teams. Looking to improve processes, efficiency, or communication? Trello may be the tool you are looking for! [Register in the Learning Center.](#)

Monday, 3/16/2020
2:00pm-3:00pm
Ratcliffe 200



**DIRECT YOUR
DEVELOPMENT
FOR SUCCESS**

CNU MICROSOFT ESSENTIALS CERTIFICATE

Spring 2020 Certificate Program Schedule

Microsoft Word: Beyond the Basics	Monday, 1/27/2020 2:00pm-3:30pm <i>Ratcliffe 200</i>
Excel Basics	Monday, 2/3/2020 2:00pm-3:00pm <i>Ratcliffe 200</i>
Excel Functions & Formulas	Monday, 2/10/2020 2:00pm-3:00pm <i>Ratcliffe 200</i>
Power Up Your PowerPoint!	Monday, 2/24/2020 2:00pm-3:30pm <i>Ratcliffe 200</i>

VIDEO CONFERENCING: BEYOND THE BASICS

Video conferencing tools are great for maintaining communication and sharing ideas among teams. Though there are many tools available for use, CNU has a few that are available for faculty and staff.

Learn more of the video conferencing tools that Christopher Newport has and how you can utilize them to improve your communication and wow your audience. [Register in the Learning Center.](#)

Monday, 3/23/2020
2:00pm-3:00pm
Ratcliffe 200

CHART **YOUR** COURSE To **WELLNESS**



FROM LUNCH AND LEARNS TO SEMINARS BY REQUEST

Interested in adding a unique element to a staff meeting? Want to do something creative for a Planning Advance? Request a Wellness Seminar for your team!

In the past, the Office of Human Resources has offered wellness seminars in a Lunch and Learn format. However, we recognized the needs of the University are ever changing and this format can hinder an employee's ability to attend. With that, we are adjusting how we invite our facilitators to campus to host seminars.

The Office of Human Resources will assist you with coordinating the seminar and logistics with our facilitators.

For more information on a wellness seminar, please contact Christopher Kinney at Christopher.kinney@cnu.edu.

NUTRITIONAL WELLNESS

FEBRUARY WATER DRINKING CHALLENGE

Drinking enough water is an essential component of any nutrition plan. Can you reach a daily goal of eight 8 ounce cups of water each day? Find out this February! More details to be announced soon.

PHYSICAL WELLNESS

SPRING BREAK "TAKE A BREAK" CHALLENGE

Stress can be a never ending challenge we all face each and every day. However, we can take action to reduce our stress levels. During this Spring Break (March 2nd through March 6th), complete a total of 10 of the listed activities to reduce your stress! Are you up for the challenge? More details to be announced soon.



WHY YOU SHOULD WRITE OUT "2020" IN DATES

As we begin a new year, we wanted to share this information to protect yourself from potential fraud. It is recommended to not abbreviate the year as "20" when signing important, professional, or legal documents this year. Instead, it is recommended to write out the full year as 2020.

Though any abbreviated date can be altered, this year poses a potential threat for altered dates to appear to be legitimate. For example, if last year's date was abbreviated "19", the year could have been changed to another year in the 1900s where the 20 plus year difference made it easier to identify potential fraud. However, if this year is abbreviated to "20", the date could be altered to 2019 or 2021, potentially making dates appear legitimate.

For more information on why you should not abbreviate this year's date, see these articles in [Newsweek](#), [Forbes](#), and [USA Today](#).

For questions or assistance regarding accessibility, please contact the Office of Human Resources.



OFFICE OF HUMAN RESOURCES

Phone: 594-7145 Fax: 594-7236 Email: hr@cnu.edu HR Website: <https://interweb.cnu.edu/hr/>