

OCTOBER 2020

FLU SHOT CLINIC OCTOBER 16TH 10AM-1PM

We are pleased to announce CNU has partnered with RiteAid to offer a Flu Shot Clinic Friday, October 16, 2020 from 10am-1pm on the Great Lawn.

There is a zero cost for those who have health insurance. The cost is \$39.99 for anyone who does not have coverage.

Registration and insurance card is required. Visit the [Flu Shot Clinic Registration Site](#) to select a timeslot. Register by October 14th.

Please contact Human Resources at 4-7145 if you have any questions.

2020 PERFORMANCE EVALUATIONS

For the 2019-2020 Classified and Administrative Professional review period, supervisors will evaluate the performance period of October 25, 2019 through October 24, 2020. For Administrative Professional employees and Classified employees, an evaluation is NOT required for anyone who started after 7/24/2020.

Supervisors are responsible for completing the evaluation process in accordance with policies and procedures. View the [Classified Evaluation Procedures](#) and [Administrative Professional Procedures](#) for specific information.

Important Reminders

Please be sure you are evaluating employees based off of the approved position descriptions in PeopleAdmin. Also, the email sent to all faculty and staff outlined procedures for the evaluation process and an electronic evaluation process.

UPDATE TO FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The U.S. Department of Labor revised the Families First Coronavirus Response Act (FFCRA) regulations, effective September 16, 2020. See the links below for additional information on these updates.

[Guidance on FFCRA Revised Regulations](#)
[FFCRA Leave Virtual Education](#)

OCTOBER IS NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

Led by the U.S. Department of Labor's Office of Disability Employment Policy, October is National Disability Employment Awareness Month (NDEAM).

The campaign raises awareness about disability employment issues and celebrates the many and varied contributions of America's workers with disabilities.

This year's theme is *"Increasing Access and Opportunity"*. Through the month Department of Human Resources Management and the Department of Aging and Rehabilitative Services will be providing information and education through social media and email to share information and educate about disability employment issues and the role they play in fostering a disability-friendly work culture, as well as highlight the contributions of individuals with disabilities who are part of our workforce.

Be sure to follow DHRM and DARS on Twitter, LinkedIn, Facebook and Instagram to be a part of the NDEAM 2020 and the Commonwealth of Virginia's commitment to inclusivity and the employment of individuals with disabilities. More information can be found on the [NDEAM website](#).

DOA PAYROLL BULLETIN

A bulletin from the Department of Accounts indicated the Commonwealth of Virginia is not participating in the deferral of employee OASDI taxes.

CVC CAMPAIGN

October 1st marks the 23rd anniversary of the Commonwealth of Virginia Campaign (CVC). With over \$50 million raised during that time, state employees have shown their generosity in consistently giving back to their communities.

State employees may participate in the CVC program, which makes giving donations safe and finding volunteer opportunities easier than ever. You can donate through payroll deduction or start a fundraiser for your favorite CVC charities, which all have been carefully screened, so you can safely give the confidence.

This year has been especially challenging, but remember that every small thing you do can make a difference. Learn how you can give online or find a volunteering opportunity easily today from your desk or your phone at www.cvcgives.org.

MINDFUL MONDAYS & WELL-BEING WEDNESDAYS



Kaiser Permanete, an employee benefit provider through CommonHealth, is offering Mindful Mondays and Well-Being Wednesday webinars for the remainder of 2020.

Webinars are free and open to all. Webinars will be recorded for those unable to attend. Additional information can be found on the attached flyers.

Mindful Mondays

Date: 10/12/2020

Topic: Physical and Emotional Impact of Stress

Time: 12pm-1pm (EST)

Date: 11/9/2020

Topic: Transformational Thinking

Time: 12pm-1pm (EST)

Date: 12/14/2020

Topic: Recognizing and Coping with Stressful Triggers

Time: 12pm-1pm (EST)

Well-being Wednesdays

Date: 10/21/2020

Topic: Women's Health

Time: 12pm-1pm (EST)

Date: 11/11/2020

Topic: Thriving with Pre-Diabetes/Diabetes

Time: 12pm-1pm (EST)

Date: 12/16/2020

Topic: Healthy Holidays

Time: 12pm-1pm (EST)

ELECTION DAY AND RECOGNITION LEAVE ANNOUNCEMENT

In an email sent to all employees on October 7th, President Tribble announced Classified and Administrative Professional (A/P) Faculty will be awarded 8 hours of recognition leave on November 23 and 24, December 21 and 22 and 4 hours on December 23.

Accordingly, the University will be closed the entire week of Thanksgiving, (Monday November 23 through Friday November 27) and will be closed for two full weeks in December, beginning Monday (December 21 through Friday, January 1, 2021).

Also, there will be no classes and the University will be closed on Election Day, November 3rd.

Thank you President Tribble!

EMPLOYEE SEPARATION PROCESS TRAINING

Need a refresher on the Separation Process or the Employee Resource System? As a reminder, an online training is in the Learning Center for any Supervisors or Resource Providers who would like a refresher on these procedures.

[Supervisor Guide to the ERS and the Employee Separation Process Training](#)

For questions, please contact Human Resources at 4-7145.

UNITED WAY: CARE AND SUPERVISION FOR SCHOOL-AGE CHILDREN

United Way of the Virginia Peninsula, in partnership with Smart Beginnings Virginia Peninsula is administering a regional child care collaborative to support working families with children learning virtually due to COVID-19.

The Care and Supervision for School-Aged Children provides grant-vouchers to pay tuition and provide resources to child care providers who are able to expand their services to support virtual learning.

Families return to work or training for employment should contact the United Way Community Resource Center to see if they qualify for up to 100% tuition-free care. See the attached flyer for more details.

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/>



ATTENTION:

FAMILIES RETURNING TO WORK OR WORK TRAINING WITH
CHILDREN ENROLLED IN VIRTUAL LEARNING

Find Safe and Supportive Virtual Learning Environments with up to 100% Tuition Assistance

Required Qualifications:

- Must be working or attending training for employment
- Must have at least one child enrolled in a public school that is not offering in-classroom learning 5 days/wk.
- Household income must be 30%-80% AMI

CALL TODAY TO FIND A SAFE PLACE FOR YOUR VIRTUAL LEARNER
757-229-2222

Care and Supervision for School-Age Children (CASSAC)
A Regional Collaborative funded by the CARES ACT



Stay balanced with Mindful Mondays

Mindful Mondays are a series of monthly classes designed to help you combat stress and build resilience while navigating these unprecedented times of COVID-19.



Physical and Emotional Impact of Stress

Learn what stress is and how it impacts your physical and mental health while learning how to manage stress more skillfully.

Transformational Thinking

Stress can come from overuse of the analytical mind. Learn to increase whole body awareness, manage stress, and refine your mind with meditation and breathing techniques.

Recognizing and Coping with Stressful Triggers

Become aware of triggers and appropriate ways to respond to those triggers for a more balanced life, both inside and outside the workplace.

Physical and Emotional Impact of Stress

Monday, October 12
12 – 1 p.m. ET

REGISTER TODAY

Transformational Thinking

Monday, November 9
12 – 1 p.m. ET

REGISTER TODAY

Recognizing and Coping with Stressful Triggers

Monday, December 14
12 – 1 p.m. ET

REGISTER TODAY

Stay healthy with Well-Being Wednesdays

Well-Being Wednesdays are a series of monthly health education classes designed to help you build your overall physical and emotional well-being while navigating these unprecedented times of COVID-19.



Women's Health

Learn more about women's health topics including breast cancer, osteoporosis, heart disease, and pregnancy. Get information on screening treatment alternatives and tips for early detection and prevention.

Thriving with Pre-Diabetes/Diabetes

Get tips on healthy eating, exercise, and stress management. Also, learn ways to manage pre-diabetes and diabetes through lifestyle changes and receive resources to support you throughout your journey.

Healthy Holidays

The holidays can be stressful. Healthy eating, exercising, and managing stress can be a challenge. Learn tips that can help make the holidays more enjoyable.

Women's Health

Wednesday, October 21
12 – 1 p.m. ET

REGISTER TODAY

Thriving with Pre-Diabetes/Diabetes

Wednesday, November 11
12 – 1 p.m. ET

REGISTER TODAY

Healthy Holidays

Wednesday, December 16
12 – 1 p.m. ET

REGISTER TODAY