



INTRODUCING OUR NEWEST AND NEWLY PROMOTED CNU COLLEAGUES



Pictured to the Left

Front row, from left to right: Valerie Lavinder (Promoted), Student Services Information Systems, Alesia Blizzard, Dining Services; Johnny Kelly (Promoted), Housing;

Back row, from left to right: Chris McEachin, Grounds; Jamie Gunderson, Athletics; Damon Carpernter, Housing.



Pictured to the Right

From left to right: Malinda Gregory, Robert Dame, Alfreda Phillips and Steven West, Housing; Cynthia Williams, Dining Services.

Upcoming Trainings

Introduction to the Online Recruitment System

Presenter: Stacey Carroll

Location: HR Training Room

Date & Time: May 13, 2014 9 - 11 a.m.

The Changing Face of Identity Theft

Presenter: Kim Pierce & Heather Lockwood, Legal Resources

Location: Madison Room, DSU

Date & Time: May 16, 2014 12:05 - 12:55 p.m.

Improving Communications, Confronting Performance Issues and Reviewing the Standards of Conduct

Presented: Human Resources

Location: HR Training Room

Date & Time: May 21, 2014 9 - 11 a.m.

If you are interested in knowing more about any of these trainings, please contact Stacey Carroll by phone at 4-0673 or email at stacey.carroll@cnu.edu. Complete the [online registration form](#) or contact HR to register for any of these trainings: 4-7145 or hr@cnu.edu.

Completing Online Trainings

Do you need to complete a required training in the CNU Knowledge Center (CNUKC), but aren't sure where to begin? Visit [HR's website](#) for the [CNUKC link](#) and step by step instructions in the [Online Course Completion Instructions](#) sheet. Please note the highlighted section in the instructions that indicates that CNUKC is not compatible with Internet Explorer on campus. You will need to use a different web browser.



PNC offers WorkPlace Banking to CNU Employees

PNC WorkPlace Banking members receive:

- 24/7 PNC mobile and online account access
- Low minimum balance requirements
- Earn \$150 for opening a new account with qualifying enrollment

The WorkPlace Banker working with CNU employees is Christy Chapman. You may contact Christy by phone at 757-581-5772 or via email at christy.chapman@pnc.com.



2014 Health Benefits Open Enrollment

Open Enrollment for health benefits and flexible spending accounts will be between May 1 and May 23, 2014. Employees may enroll using [EmployeeDirect](#) or you may submit a paper enrollment form. Paper forms must be submitted to the Office of Human Resources no later than the close of business on May 23. EmployeeDirect will be available until 11:59 pm on May 23.

The Department of Human Resources is mailed the Spotlight newsletter to employees' homes beginning on April 21. An [open enrollment link](#) is available starting this week. This year there will be new plan ID cards mailed to employees' homes for all COVA Care plan members.

Remember, if you are currently in a flexible spending account for medical or dependent care, you must re-enroll each plan year. Please feel free to contact the Office of Human Resources with any questions regarding the Open Enrollment.

Don't miss your chance to enroll in Legal Resources!

Christopher Newport University Open Enrollment is
May 1, 2014 - May 23, 2014

The Legal Resources plan provides 100% coverage for you, your spouse, and qualified dependents for the most often needed legal services, protecting you and your family from the high cost of legal fees. Whether it's for an every day legal need or an unexpected event, you'll have immediate and ongoing access to a network of top-rated law firms in your area.

To complete enrollment, please contact HR at 757-594-7145 or via email at hr@cnu.edu.

Did you recently get married? Do you have a new baby in your family? Are you confident who you put as your beneficiaries?

HR would like to remind you to update your beneficiaries after major life events have occurred. If you can't remember who you designated as your beneficiary, you may want to complete and submit the [VRS-2 Designation of Beneficiaries](#) form. If you have an questions, feel free to contact HR at 4-7145.

*Please note that the Designation of Beneficiaries form should not be submitted to HR via email do to confidential information provided on the form.

Thank you President Tribble!

In an email sent to all employees on May 6, 2014, President Tribble announced that classified and administrative and professional (A/P) faculty will be awarded three days of Recognition Leave to be used on the Fridays of July 11, 18, and 25. Employees who must work on those days may use the recognition days at a later date.

Also, Governor McDonnell awarded 4 hours of additional holiday leave in December. CNU will be using those 4 hours of holiday leave on Friday, May 23, 2014.

Business casual attire begins Monday, May 12 and ends Friday, August 15, 2014. If you have any questions concerning appropriate business casual attire, please check with your supervisor.

If you need assistance or have any questions about completing timesheets for the additional leave being awarded, feel free to contact HR at 4-7145. More information regarding timesheet completion will be published in later issues of *The Spinnaker*.



Glenn Thomas completed his first state park as part of the Virginia State Trail Quest!!

Glenn recently visit York River State Park that was featured in *The Spinnaker* emailed to all employees on January 10, 2014.

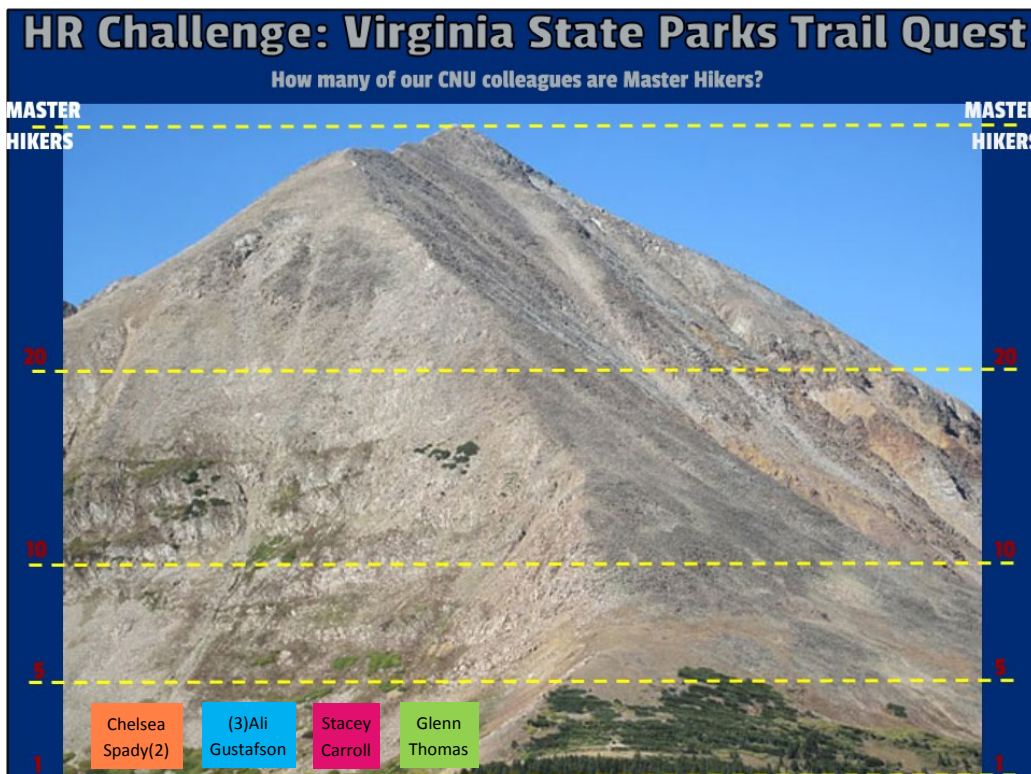
If you are interested in visiting the York River State Park, you can find information on the [CNU HR Training](#) website or on the [Virginia Outdoors Trail Quest](#) website.



See all that Virginia has to offer at one of the beautiful State Parks!



[Virginia Outdoors](#) offers a wide variety of activities for all ages at each State Park. Don't forget to register your Virginia State Park visit as part of the [Virginia Trail Quest](#). Also, take a picture and submit it to Human Resources to be eligible for the Master Hiker prize. For more information on the HR Challenge please visit the [HR webpage](#). Details about each state park are available on the [Virginia State Parks website](#).



Don't forget to contact Stacey Carroll after you visit each state park so that your progress can be tracked for the HR Challenge: Virginia State Parks Trail Quest to becoming a **Master Hiker!**

