



INTRODUCING OUR NEWEST CNU COLLEAGUES!



Left to right: Andrew Tuck, Ferguson for the Arts; Shaun Britt, Business Office; Kim Hinson, Office of Advancement; Greg Hausmann, Ferguson Center for the Arts; Klay Hammons, University Police.

A Warm Welcome and Congratulations to All!

DIVERSITY & INCLUSION SEMINAR

Join us for an enlightening seminar that addresses both the personal and professional benefits of supporting inclusive work environments. Discussion acknowledges the impact of diversity on the workplace, examines the difference between diversity and inclusion and explores the manifestation and impact of stereotypes, prejudices and discrimination. Participants will learn specific steps to chart a personal diversity journey and build respectful relationships with others.

Presented by Optima EAP
Tuesday, October 31, 2012 12:00PM - 1:00PM
DSU Jefferson Conference Room (2nd Floor)



To register, call the Office of Human Resources at 594-7145 or e-mail at hr@cnu.edu.

"Imagine all the people...

Living life in peace."




UPCOMING HR TRAINING OPPORTUNITIES

To register for trainings, call HR at 594-7145 or email hr@cnu.edu.

Tuesday, Oct. 30: **Diversity & Inclusion** 12:00pm - 1:00pm ~ Presenter: Optima EAP
Location: David Student Union, Jefferson Conference Room (2nd Floor)
(See page 1 for detailed description)

Wednesday, Oct. 31: **Performance Management/Evaluating Classified Employees** 1:30pm - 2:30pm
Presenter: Sharon Lue ~ Location: Human Resources
This training is open to supervisors, managers and employees. Supervisors and managers will receive an overview on how to complete the evaluation process on their employees. Employees receive information on the evaluation process, when it takes place and what they can expect in a performance management discussion.

Evaluations
Due to HR by
Nov. 2!



Three-Part Seminar on STRATEGIES FOR A SUCCESSFUL RETIREMENT

Presented by Don Hannahs, CFP, Planning Solutions Group

1:00pm - 2:00pm ~ Location: Human Resources

Tuesday, Nov. 6: **Session I - Retirement**
Learn how to determine if you can afford to retire and not run out of money. Learn Social Security Benefit strategies that maximize your total household benefits. Find out why you cannot rely on an “on-line” retirement calculator for retirement cash.

Thursday, Nov. 8: **Session II - Investments**
Identify the “All-Star” Investment Choices offered by TIAA-CREF and Fidelity. Learn the 7 strategies to prevent portfolio declines as you approach retirement.

Friday, Nov. 16: **Session III - Qualified Plan/Estate**
Learn how to minimize the Double Taxation on large retirement plans and how to delay income taxation of your retirement plan over 2 generations. Find out why your will or trust will not distribute the majority of your assets at your death, regardless of how sophisticated the document is.

Wed, Nov. 7: **Understanding Classified Leave** 2:30pm - 3:30pm
Presenter: Brittney Shivers, HR Leave Coordinator ~ Location: Human Resources
This training will discuss the different forms of leave including sick, disability, recognition, annual, overtime and various other types of leave. All questions welcomed!

Thursday, Nov. 8: **Understanding Workers Compensation** 9:00am - 10:00am
Presenter: Stacey Foshee, HR Benefits Specialist ~ Location: Human Resources
Workplace accidents happen. What is the process when someone is injured on the job? Come to this seminar and learn how Worker’s Compensation works. Learn about the Return to Work Program developed by CNU using Commonwealth of Virginia’s guidelines.

Wed., Nov. 14: **Understanding Administrative Professional Leave** 2:30pm - 3:30pm
Presenter: Brittney Shivers, HR Leave Coordinator ~ Location: Human Resources
This training will discuss the different forms of leave including sick, disability, recognition, annual and various other types of leave. All questions welcomed!

Benefits Fair Update

Thank you to everyone who came over to the DSU this past Wednesday to participate in our 14th Annual Benefits Fair! We had over 200 CNU employees attend and many of them won fantastic prizes!

We have confirmation that CNU employees are AWESOME! Our Benefits Fair vendors commented to several of our HR staff that CNU employees are the most honest and delightful people they have ever encountered. That kind of feedback is music to our ears and confirms what we already know...our CNU Community is the BEST!

Lost and Found: Two pairs of glasses were found in the DSU Ballroom after the Benefits Fair. If you lost your eye glasses and/or sunglasses, please call HR at 594-7145. They might be yours!

HUMAN RESOURCES ON THE MOVE!

Does your office or department have any HR questions?

If so, we would like to invite ourselves to your staff or departmental meeting. There are always new updates and changes to HR benefits and policies. We want to be a valuable resource to you and clarify any issues or concerns that you may have. We'll even bring the coffee and snacks! Just call our front office at 594-7145 to schedule a visit.

The Optional Retirement Program (ORP)

Did you know that the ORP is administered by the Virginia Retirement System (VRS)? If you receive information from the VRS, you'll know it's probably very important.

Under the ORP, when you retire, you are eligible to receive the group life insurance benefit and health care retiree credit as long as you take a distribution, but do not take a full distribution from your plan.

Want to learn more? Please review the Optional Retirement Plan for Higher Education publication by cutting and pasting this VRS URL - <http://www.varetire.org/Pdf/Publications/orphe-handbook.pdf> and call us with your questions. The retirement information begins on page 33.

EMPLOYEE DISCOUNTS!

DHRM is pleased to announce state employee discounts for Colonial Williamsburg, T-Mobile and for personal car rental through Enterprise. Please check the State Employee Discounts page at <http://www.dhrm.virginia.gov/employeeediscounts.html> for these and other updates.



HEALTH CARE COSTS REPORTING REQUIREMENTS

The affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer's excludable contribution to health coverage continues to be excludable from an employee's income, and it is not taxable. This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage. To find out more on health care cost reporting, please visit the IRS web site at <http://www.irs.gov/uac/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>.