



Today is the Annual Benefits Fair!!

Join us in the David Student Union Ballroom from 10 a.m. - 1 p.m.

We have a variety of vendors joining us! Don't forget to stop by and find out more about benefits available to you. You also have the opportunity to receive a flu shot, chair massages, door prizes and cake!



Due Date for Classified Employee Evaluations



Classified evaluations must be completed, reviewed, and received in HR by 5:00 p.m. Friday, November 1, 2013. Employees may provide self-assessments, if they wish, but those should be received in time for supervisors to plan and conduct performance evaluations. Given necessary HR processing deadlines required by the Commonwealth, extensions to the due date cannot be permitted.

Employee Work Profiles (EWP) are required if you are making any changes. If the changes are minor, please put the word "updated" on the top of the EWP and highlight them. If they are significant, please discuss these with the appropriate Vice President/Provost/Chief of Staff as there may be salary and budget implications.

For more detailed information please follow the link to [Human Resources Policies/Procedures](#) and select Classified Employee Performance Evaluations Directions 2013.

ORPHE Open Enrollment, October 1 – 31

Participants of the Optional Retirement Plan for Higher Education (ORPHE) have the opportunity to switch providers during the month of October. The provider options are either Fidelity Investments or TIAA-CREF. Changes made during Open Enrollment will be effective for the first pay period in January 2014. Open Enrollment documents can be found on the [VRS Members Website](#).

FLU SHOT CLINIC Thursday, October 31, 2013

The Department of Health (VDH) is partnering with CNU to provide free flu shots from 11 am to 5 pm in the DSU Ballroom. VDH was unable to obtain other vaccines, so they will not be available.

CNU Writing 101

Brush up on your writing, capitalization and punctuation in this session covering the ins and outs of the CNU Style Guide, which defines the correct editorial style for all university promotional communications and Web content on [cnu.edu](#).

Date and Time: October 23, 10:00 a.m. - 11:00 a.m.

Location: Harrison Room, David Student Union

Target Audience: All Employees

Presenter: Brian McGuire, Writer and Editor, Office of Communications and Public Relations

Premium Reward for January to June 2014

Get your Biometric Screening by October 31, 2013, to save on your health insurance premium! Please visit the [ActiveHealth website](#) to complete your registration. For more information, please visit the [DHRM employee benefits website](#) for health insurance or call HR at 4-7145.