

# THE SPINNAKER

## HR UPDATE

**FALL 2020**  
*SEPTEMBER 21, 2020*

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#### **BENEFITS UPDATES AND INFORMATION (CONT.)**

Learn more about information regarding Legal Resources and Optional Retirement Plan for Higher Education Open Enrollments, Benefits Fair cancellation, and Flu Shot Clinic Save the Date.

#### **RETURN TO CAMPUS RESOURCE LINKS**

The resources and links that were identified at the end of the Return to Campus Training are provided for easy reference.

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#### **CAMPUS SECURITY AUTHORITY & CLERY ACT TRAINING**

The required annual training for Campus Security Authority and Clery Act has been updated for the 2020-2021 Academic year. All CSA's are required to complete the training by October 16<sup>th</sup>.

#### **FALL SOCIAL AND EMOTIONAL INTELLIGENCE PROGRAM POSTPONED TO SPRING 2021**

The program will resume in 2021 for new participants. Learn more about what current participants can do to continue their progress.

#### **FALL 2020 DHRM EMPLOYEE EXPERIENCE MAGAZINE**

Checkout the new Employee Experience Magazine for Fall 2020 by the Department of Human Resources Management.

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#### **COLONIAL WILLIAMSBURG COLLEGIATE PASS**

Learn more of this exclusive pass and potential discounts for CNU Faculty and Staff to Colonial Williamsburg.

#### **2020 SERVICE AWARD GIFTS**

HR is working on a plan to distribute Service Award gifts, adhering to current guidelines and physical distancing. More to be announced soon.

#### **FINANCE WEBINARS FOR STATE EMPLOYEES**

Check out several *FREE* webinars regarding financial wellness and other resources for State Employees.

## BE ALERT FOR UNSOLICITED RETIREMENT COUNSELING SERVICES

From time to time, VRS receives reports from members and employers that various companies or groups have contacted them via email or phone to offer retirement counseling services or insurance products.

Please be aware:

- VRS does not use unsolicited calls to contact members to offers services.
- VRS does not sell services; all benefit counseling is free to members and retirees.
- Correspondence from VRS will arrive by U.S. mail on official letterhead.
- Emails from VRS will be sent from a "varetire.org" address and include the VRS logo and copyright.
- VRS staff does not come to members' homes to discuss benefits.

Counseling services are free, whether by phone or in person at the VRS counseling center and are available by contacting VRS.

VRS also offers free retirement planning and benefit education sessions throughout the state at colleges, universities, and other public locations and the VRS offices in Richmond. Members may receive occasional invites to these sessions via email.

Members may also use their myVRS account to review their VRS benefits, assess their retirement readiness using the myVRS Retirement Planner and create monthly benefit estimates using the Benefit Estimator. In addition, members can take advantage of free money=management and retirement – planning articles, videos, and mini-courses available through myVRS Financial Wellness.

Exercise caution in responding to unsolicited offers of retirement planning or advice. If uncertain if a communication originated with VRS, please call 1-888-827-3847.



**OFFICE OF HUMAN RESOURCES**

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# BENEFITS UPDATES AND INFORMATION

## INFORMATION FOR WORKING PARENTS

Recently, the regional K-12 schools have announced that they will open the new school year with remote learning. We recognize this may create challenges for many of our working parents in the Christopher Newport community. These following resources are available to provide additional support.

### Public Health Emergency Leave (PHEL)

Employees are allowed to use a reasonable amount of PHEL to *seek alternative child care arrangements*.

### School Assistance and Volunteer Service Leave (SAVSL)

May be used for employees with students going to virtual learning this fall. The policy permits up to 16 hours per leave year for employees to assist in the education of their child, step-child or child for which the employee has legal custody.

Participation in school activities includes online meetings with teachers or school administrators, assembling school assignments or assisting with equipment. Any SAVSL hours already used since January 10<sup>th</sup> must be deducted from the 16 hour allotment.

### Families First Coronavirus Response Act (FFCRA)

One of the provisions of the FFCRA is to provide leave for an employee who must care for their child(ren)(under age 18) because the school or child-care providers is closed/unavailable due to COVID-19. (Available only to employees who cannot work or telework). These leave types are granted in addition to the employer's existing leave categories and ***are available through December 31, 2020***. Below are two types of paid leave under FFCRA.

- [FFCRA Emergency Sick Leave](#) – Provides employees with paid leave if they are unable to work or telework due to caring for a child under 18 years old whose school or daycare is closed (or childcare provider is unavailable for reasons related to COVID-19).
- When used for the reason above, the leave is paid at 2/3 of annual salary or hourly rate up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). Up to 80 hours for FT Classified Employees; *prorated for wage employees*.

## INFORMATION FOR WORKING PARENTS (CONT.)

### Families First Coronavirus Response Act (FFCRA) (cont.)

- [FFCRA Extended Family Medical Leave](#) – Provides up to 12 weeks of leave for an employee who must care for their child(ren)(under age 18) because the school or child-care provider is closed/unavailable due to COVID-19. (Available only to employees who cannot work or telework).
- The first two weeks are unpaid unless the employee uses paid Emergency Sick Leave or any personal leave to receive 100% pay. Pay is awarded at 2/3 of salary for up to 10 additional weeks using expanded family and medical leave.

### Personal Leave

If PHEL and FFCRA leaves are not available, employees may use their own personal leave balances with the exception of sick leave. Personal leave must be approved by the supervisor in advance.

For questions pertaining to PHEL and FFCRA leave, please contact the Benefits Department at [HRbenefits@cnu.edu](mailto:HRbenefits@cnu.edu) or 757-594-7145.

## VRS PLAN 1, PLAN 2, AND HYBRID 2020 MEMBER BENEFIT PROFILES

The 2020 Member Benefit Profiles are available to Plan 1, Plan 2 and Hybrid Retirement Plan members in their myVRS accounts.

This year, Member Benefit profiles sport a fresh design to streamline access to key information about a member's account and projected VRS benefit. The MBP is an annual benefit statement based on information employers report to VRS as of June 30<sup>th</sup>. It provides account balance information, retirement eligibility and eligibility for other benefits, such as group life insurance and health insurance credit.

Employees are encouraged to use their Member Benefit Profiles and myVRS accounts to stay on track with retirement goals.



## LEGAL RESOURCES OPEN ENROLLMENT

This program allows employees to access legal counsel and pay \$18.00 per month for certain services. Employees must maintain coverage for minimum of 1 year. Identity Theft protection coverage available for premiums. Click [here](#) for more information.

## OPTIONAL RETIREMENT PLAN OPEN ENROLLMENT

Participants in the [Optional Retirement Plan for Higher Education \(ORPHE\)](#) have an opportunity to change providers each year. Open Enrollment occurs annually from October 1 to October 31, effective the first payroll in the following calendar year.

Participants have a choice of two providers: DCP (record kept by ICMA-RC) and TIAA. See [Provider Options](#) for information on the plan investments available through each provider.

## BENEFITS UPDATES AND INFORMATION (CONT.)

### BENEFITS FAIR CANCELLED

Unfortunately, this year's Annual Benefits Fair has been cancelled. However, the Benefits team is still working to host the flu shot clinic for Faculty and Staff (typically done during this event).

### FLU SHOTS CLINIC - OCT. 16TH

The Office of Human Resources will host the annual flu shot clinic on **Friday, October 16<sup>th</sup> from 10am-1pm**. This year, we will require participants to schedule appointments to ensure appropriate physical distancing during and between appointments.

More information, including a sign-up sheet, will be available soon.



## RETURN TO CAMPUS TRAINING INFORMATION & RESOURCES

Thank you to all the Faculty and Staff members who completed the CNU Return to Campus Training. **As a reminder, all Faculty and Staff members must complete the training module, including newly hired employees.** This training has been added to the virtual training for New Employee Orientation. However, even if an employee does not attend the Human Resources Orientation, they are still required to complete the training if they have the ability to come to campus or use a University facility. Please contact Human Resources if you are unsure if an employee should complete the training.

For questions regarding assistance with accessing the COV Learning Center, please contact Christopher Kinney at [christopher.kinney@cnu.edu](mailto:christopher.kinney@cnu.edu) or 4-7765.

Links to resources and additional information for Faculty and Staff from the Training Module are below for easy access.

- [CNU Captains Relaunch Website](#)
- [Campus Reopening Plan](#)
- [CNU Alerts](#)
- [Forward VA Plan from the Governor](#)
- Virginia Department of Health
  - [COVID-19 Testing](#)
  - [Prevention Tips](#)
  - [Resources and Support](#)
  - [Cloth Face Coverings](#)
- [Employee Assistance Program](#)
- [CommonHealth Resources](#)
- Centers for Disease Control
  - [How to protect yourself and others](#)
  - [What do to if you are sick](#)
  - [How to wear a cloth face covering](#)
  - [How to was a cloth face covering](#)
- Employee Benefits
  - [Health Benefits](#)
  - [Telehealth Resources](#)
  - [COVID-19 related Leave/Retirement Information](#)
  - [Employee Discounts](#)



## 2020 – 2021 CAMPUS SECURITY AUTHORITY & CLERY ACT TRAINING

In accordance with federal law, annual training is required by the Department of Education for Faculty and Staff designated as a Campus Security Authority (CSA). Please check with your supervisor to confirm if you are a CSA.

If you are a designated CSA, you are required to complete the [2020-2021 Campus Security Authority annual training in the Learning Center](#).

**CSA Training should be completed by October 16, 2020.**

For assistance with logging into the COV Learning Center, please contact Christopher Kinney at 4-7765 or [christopher.kinney@cnu.edu](mailto:christopher.kinney@cnu.edu).

## SOCIAL AND EMOTIONAL INTELLIGENCE DEVELOPMENT PROGRAM POSTPONED

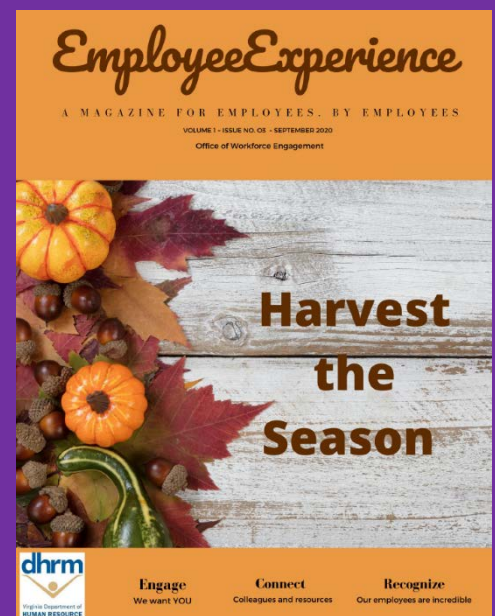
Though we hoped to resume the Social and Emotional Intelligence Program for Faculty and Staff this Fall, we will be postponing the program until Spring 2021.

Prior participants who wish to continue with the program requirements (such as electives or development sessions) please contact Christopher Kinney at 4-7765 or [christopher.kinney@cnu.edu](mailto:christopher.kinney@cnu.edu).

## DHRM SEPTEMBER 2020 EMPLOYEE EXPERIENCE MAGAZINE

The Department of Human Resource Management's Office of Workforce Engagement has published the third edition of its magazine for employees by employees. Read it for engagement ideas for managers, get to know employees statewide, find out what some are doing to help their communities, see some in action for National Employee Health and Fitness Month and our challenge, ideas for movement activities, and some tasty recipes!

[The Employee Experience Magazine can be viewed online here.](#)





## COLONIAL WILLIAMSBURG COLLEGIATE PASS

This exclusive pass for Colonial Williamsburg is *FREE* for current Christopher Newport students, faculty, and staff!

To learn more of the benefits of this exclusive pass, restrictions, and to purchase tickets, visit the [Colonial Williamsburg website](http://ColonialWilliamsburg.com).

## 2020 SERVICE AWARD GIFTS

The Office of Human Resources is working on putting together the gifts and certificates for Faculty and Staff recognized in April.

We hope to have more information soon and be able to distribute the gifts next month.

For questions, please contact Christopher Kinney at [christopher.kinney@cnu.edu](mailto:christopher.kinney@cnu.edu) or 4-7765.

## VIRGINIA CREDIT UNION FINANCIAL WEBINARS

During COVID-19, The Virginia Credit Union provides pre-recorded Financial Webinars for state employees.

### September Financial Webinar: Rebuilding After a Financial Crisis

A job loss, a medical crisis, or other hardship can send a normal financial situation into a tailspin. Participants will learn how to get their finances back on track, including budgeting, repaying debt, rebuilding credit, establishing emergency savings and replenishing retirement savings.

### August: Managing Debt during COVID-19

Having to deal with debt in a normal environment can be very stressful. With the added impact of an economic crisis, it can become overwhelming. This webinar will provide answers to key questions you must ask yourself to successfully manage debt during these challenging times.

## STATE EMPLOYEE FINANCIAL WELLNESS VIRTUAL FAIR

### REGISTER HERE

View and interact in a live information session providing financial information and resources, VACU, VRS, TRS, Virginia529, New York Life, and EAP representatives. **There will be a game & door prizes award at the end of the fair!**

## FINANCIAL FITNESS ACADEMY

Remember you can get a free online financial check-up with Virginia Credit Union's Financial Fitness Academy. You will receive a personalized action plan to boost your financial fitness and enjoy access to 200 online learning modules.

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



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