



## INTRODUCING OUR NEWEST CNU COLLEAGUES!



Left to right: **Robert Pegram**, Information Technology; **Del Rey Honeycutt**, Counseling Services; **Jodi Wright**, and **Kyle Garrett**, Ferguson Center for the Arts; **Ryan Henthorn**, Parking Services; **Alex Heacock**, Athletics; **Pat Cooper**, Residential Housing.

*A Warm Welcome and Congratulations to All!*

### OCTOBER TRAINING OPPORTUNITIES

To register for trainings, call HR at 594-7145 or email [hr@cnu.edu](mailto:hr@cnu.edu).


- Tuesday, Oct. 16: **Understanding the Employee Grievance and Discipline Process** 10:00am-11:00am  
Presenter: Milton Brooks, Asst. Director of HR ~ Location: Human Resources  
*This training explains the role of the supervisor in the grievance and disciplinary process for classified employees. Additionally, the training emphasizes the need for documentation of performance problems and disciplinary issues and explains how to prepare these documents.*
- Tuesday, Oct. 23: **To Your Credit** 12:00pm-1:00pm ~ Presenter: SunTrust Bank ~ Location: TBD  
*This training will explain the importance of maintaining a good credit score and how it affects your purchasing power. Also, find out what your credit score means to you.*
- Tuesday, Oct. 30: **Diversity & Inclusion** 12:00pm-1:00pm ~ Presenter: Optima EAP ~ Location: TBD  
*This training 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.*
- 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.*

**Evals Due to  
HR by Nov 2!**

## VRS RETIREMENT REMINDER



**Are you in Plan 1? Do you have less than 5 years of service?**

If you answered "yes" to both questions, your retirement plan and other provisions will change if you are not vested by January 1, 2013. It may take longer to qualify for retirement, and your benefit may be less than it would be under your current provisions. You need 60 months (five years) of service credit to become vested. You are in Plan 1 if your membership date is before July 1, 2010. **Prior service credit counts toward the five years needed to become vested.** You must act now if you have prior service eligible for purchase and wish to purchase this service. VRS strongly recommends you apply no later than **November 1**. VRS must receive payment for your prior service no later than **December 31, 2012**. [Learn more](#)  [84kb](#).

If you have questions about your personal retirement plan or the options that are available to you, please call the Office of Human Resources at 594-7145 and speak to a member of our Benefits Team.



# SAVE THE DATE!

## Our 14th Annual CNU Benefits Fair!



**Wednesday, October 24, 2012**

**10:00AM - 1:00PM \* DSU Ballroom**

**Mark your calendar for our informative and enjoyable Benefits Fair!**

Come and explore a wide array of CNU and State employee benefits options! Register to win fabulous door prizes! Leisurely stroll through the rows of vendor displays and see what great benefits they have to offer. Greet and mingle with your CNU colleagues, enjoy light refreshments and meet your benefits representatives.

CommonHealth will provide [Health Checks](#) to all eligible employees.\* The [Health Check](#) includes Blood Pressure, Cholesterol-Total and HDL, Diabetes Risk Assessment and blood glucose, and Body Mass Index (BMI). Your results are protected health information and confidential. Results will not be shared with your employer, Anthem (Optima) or anyone else - this is the law ([HIPAA](#)).

Farm Fresh Pharmacy will also provide a Walk-In Clinic for flu shots. There is no cost to employees who present their state health insurance card. For all others, the cost will be \$15 and paid by cash at the time of service.

To register call HR at 594-7145 or email [hr@cnu.edu](mailto:hr@cnu.edu).

\*All state employees may participate which includes hourly, full time, wage, etc. You do not have to be covered by the state's health insurance in order to receive your Health Check provided by CommonHealth. Additionally, retirees and dependents (18 years or older) who are covered under a state health insurance plan may participate.

## **Deferral for November 30 Bonus must be received by October 31, 2012**

Employees receiving the 3% on their November 30, 2012 check, who are enrolled in a Supplemental Retirement Plan such as the 457 Deferred Compensation Plan or the 403(b) plans, can defer the bonus into a supplemental retirement account. Request for these changes must be received no later than **October 31**.

Employees enrolled in the 457 Deferred Compensation Plan should fill out the One-Time Deferral form - [https://vadcp.ingplans.com/einfo/pdfs/forms/virgna/650271/payroll\\_onetime.pdf](https://vadcp.ingplans.com/einfo/pdfs/forms/virgna/650271/payroll_onetime.pdf). The form contains a section where employees can indicate a set dollar amount to be deducted or employees can choose to defer all of the one-time pay. **Please note:** if you check the Defer all section on this form, the net amount of your pay after taxes and normal deductions will go into 457 Deferred Compensation account.

Employees enrolled in a 403(b) with MetLife, Lincoln Financial, VALIC or Tiaa-Cref can submit a written and signed authorization containing the amount they wish to defer, their name, their social security number. For example:

I, John Doe, authorize \$200.00 of my November 30, 2012 bonus to be contributed to my 403(b) account with Tiaa-Cref.

Signed: *John Doe*

One-time deferrals, such as bonus payments, count toward the maximum contribution limit of \$17,000 for 2012. Participants who are age 50 or older by the end of the calendar year may contribute an additional amount of \$5,500 this year for a total maximum limit of \$22,500.

This is a one-time exception to the established FBMC policies and normal deductions should resume on the following pay check. Please contact The Office of Human Resources at 594-7145 for further information.

For further information on the bonus, go to the frequently asked questions on the Department of Human Resources web site at: <http://www.dhrm.virginia.gov/compensation/communication/BonusFAQsfor2012.pdf>.

## **UPDATE YOUR EMERGENCY CONTACT INFORMATION!**

In the event of an emergency, CNU employees can authorize campus officials to contact a designated person on their behalf should something happen. If you would like to provide this confidential information and have it on file in case of an emergency, or if you need to update your current information, please complete the Emergency Contact Information Form which can be found on our Human Resources [web page](#).



## **ATTENTION MANAGERS!**

All managers should have emergency contact information for the employees in their area and should make sure all of their employees are informed of their protocols.

An effective way of providing emergency information to a large number of people during non-working hours is through the use of a phone tree. Each manager should create a phone tree in case they need to communicate emergency information to their staff.

All employees should familiarize themselves with the information located on [CNU alert](#).



# Don't Let the Flu Bug Bite This Winter!



**(or any of his friends either!)**

## **FREE FLU & Tdap\* VACCINE CLINIC**

**Available for CNU Faculty, Staff and Students**

**Walk-in - No Reservation Required**

**Wednesday, October 17th**

**10:00AM - 3:00PM**

**DSU Ballroom**

**FREE!**



**Vaccines administered by the Virginia Dept. of Health Peninsula Health District**

**\*Tdap vaccine protects you against tetanus, diphtheria and pertussis (whooping cough).**



**For more information on the vaccine clinic, please call HR at 594-7145.**

**For more information on Virginia Adult Immunizations, please visit**

**<http://www.immunizeva.org/immunizations/adults>**