



**OLD DOMINION  
UNIVERSITY**

**I D E A F U S I O N**

# WAGE EMPLOYEE GUIDEBOOK

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# 2015



Dear Wage Employee:

Welcome to Old Dominion University!

This guidebook has been prepared by the Department of Human Resources. It





## **MONARCH CREED**

Old Dominion University is an academic community committed to education, scholarship and the

**EMPLOYMENT**

**EQUAL OPPORTUNITY STATEMENT**

## **CRIMINAL BACKGROUND INVESTIGATION**

The university requires a criminal conviction investigation to be conducted prior to employment for all classified and wage positions. The State Police will run a computer search through the Virginia Criminal Information Network.

If convictions are found, the Department of Human Resources, in consultation with the hiring department, will determine if the conviction is sufficiently job-related to prevent the person from being employed with the university.

The Commonwealth of Virginia Application for Employment requires an applicant to furnish information on all convictions for law violations including traffic violations. Applicants may be denied employment if they falsify their application and/or did not provide the information. Any applicant refusing to sign the release for a criminal background investigation will not be employed.

## **WAGE EMPLOYEE BENEFITS**





# HOURLY AND CLASSIFIED EMPLOYEES ASSOCIATION (HACE)

## **PAYCHECK**

Wage employees are paid on the 1<sup>st</sup> and 16<sup>th</sup> of each month. Pay periods for wage employees are semi-monthly (1–15<sup>th</sup>, 16<sup>th</sup> to end of month). Wage employees are paid one pay period in arrears (For example: wages owed for the 1–15<sup>th</sup> pay period are paid on the 1<sup>st</sup> of the following month).

If the payday falls on a weekend or holiday, employees will be paid, whenever possible, on the last workday before the weekend or holiday. Paychecks are delivered in the campus mail to each department. During the December holiday break, a different delivery process may be used.

All employees must complete the direct deposit authorization form upon hire. This form is used to enroll in the direct deposit program in section 1 or to formally opt out of the direct deposit program in section 2. During orientation, new employees will receive a direct deposit form to complete. For more information about direct deposit, contact the Payroll Office.

The following items must be deducted from the employee's paycheck:

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Wage employees who work more than 40 hours in a workweek must be compensated by overtime pay. Overtime pay will be one and one-half times the non-exempt employee's hourly rate.

Overtime is not authorized on a continual basis and must be approved by the supervisor in advance.

## **HOLIDAYS**

The university typically observes 12 state-approved holidays each year. University holidays do not always coincide with state holidays because the staff is needed to keep the university operating when students are here.

See university holiday schedule at <http://www.odu.edu/content/dam/odu/offices/human-resources/docs/holidays.pdf>.

When the university is formally closed, wage employees will normally be off unless the supervisor has requested that they work during the closing. Wage employees **will not** be ity ioque

Questions about the inclement weather policy should be discussed with the supervisor. For more information, see Old Dominion University Policy 1020 – Inclement Weather Emergencies at <http://www.odu.edu/about/policiesandprocedures/university>.

## **LENGTH OF SERVICE**

Wage employees who are hired in full time classified positions may purchase VRS service based on the hours worked as a wage employee.

## **POLICIES AND PROCEDURES**

All applicable policies are available at the following web addresses.

<http://www.dhrm.virginia.gov/hrpolicies>

<http://www.odu.edu/about/policiesandprocedures/university>

<https://www.odu.edu/facultystaff/employee-services/human-resources-policies>

## **AMERICANS WITH DISABILITIES ACT**

Title I of the Americans with Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment.

For more information, visit the Office of Institutional Equity and Diversity policies at <http://www.odu.edu/equity>.

## **USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS**

The university provides access to the Internet and electronic communication systems to facilitate the effective and efficient conduct of State and university business.

All users of university computers, Internet, and electronic communications systems are prohibited from using such equipment and access for reasons that are not related to the performance of their jobs or official purposes.

For more information, access Use of Internet and Electronic Communications Systems at Information Technology Services policy page at <http://www.odu.edu/about/policiesandprocedures/computing>.

Further questions should be directed to the Department of Human Resources.

## **SMOKING POLICY**

Smoking is prohibited in all university facilities. The policy prohibits smoking within 20 feet of the entrance to any university facility, and gives preferential consideration to nonsmokers whenever it is determined they are being exposed to smoke.





## **WORKPLACE HARASSMENT**

This policy prohibits all forms of harassment in the workplace including harassment based on gender, marital status or pregnancy.

Workplace harassment is any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information that: has the purpose or effect

## **DRUG AND ALCOHOL POLICY**

Old Dominion University does not condone the illegal or irresponsible use of alcohol. In compliance with State and Federal law, the university forbids the unlawful possession, use or distribution of alcohol on university property or at university–sponsored functions. Faculty and staff are only authorized to consume alcoholic beverages on campus at events approved by the appropriate dean or vice president. Those choosing to drink alcohol, as responsible members of the Old Dominion University community, should understand that State law prohibits:

drinking in public;





attention of the supervisor. Violations of this policy will be handled according to State and university policy.

## **USE OF UNIVERSITY MATERIALS OR FUNDS**

The use of university materials, computer information systems or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used only for conducting university business.

University funds are to be used to purchase only those materials and supplies needed to conduct university business. The misuse of university materials or funds is a serious violation of university policy and can lead to dismissal.

## **TIMELY AND REGULAR ATTENDANCE PERFORMANCE**

Planned absences should be arranged with the employee's supervisor in advance. Unexpected absences should be reported as promptly as possible to the supervisor prior to the beginning or at the start of the employee's work schedule, and in accordance with departmental procedure.

## **DEPENDABLE APPLICATION OF TIME**

Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated, except for reasonable time provided to take care of personal needs.

## **SATISFACTORY WORK PERFORMANCE**

Employees are expected to meet established performance standards.

Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to their supervisor.

Unclear instructions or procedures should be brought to the attention of the supervisor.

## **DEALING WITH THE MEDIA**

Acting Assistant Vice President for Marketing and Communications is responsible for coordinating media contacts (i.e., newspaper, television, and radio).

If a reporter contacts an employee because of his/her job at the university, the employee should refer the reporter to the Office of University

## **LEAVING THE UNIVERSITY**

### **RESIGNATION**

An employee should submit a letter of resignation to his/her immediate supervisor at least two weeks prior to the effective date of resignation.

As the employee leaves the university it is his/her responsibility to pay all owed fees and return all equipment, keys and identification cards. Outstanding fees may be deducted from final checks.

### **SOURCES**

#### **OLD DOMINION UNIVERSITY POLICIES AND PROCEDURES**

Web Site: <http://www.odu.edu/about/policiesandprocedures/university>

#### **OLD DOMINION UNIVERSITY DEPARTMENT OF HUMAN RESOURCES**

Web Site: <http://www.odu.edu/facultystaff/employee-services/human-resources-policies>

#### **DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM)**

Web Site: <http://www.dhrm.virginia.gov/hrpolicies>

*Note: If access to a university computer is not available, request assistance from supervisor to access links in this guidebook.*