Summer Hours

The Department of Human Resources is pleased to announce that at individual department managers’ discretion, for the period beginning May 12 through August 8, 2014, President Kyle has approved alternate work schedule hours of 7:30 a.m. to 4:00 p.m. with 30 minutes for lunch. Department heads should communicate with their employees prior to May 12 whether or not their area may observe the alternate schedule.

Offices must remain open until 5:00 p.m. in order to provide services to students, other departments and/or the public. The alternate schedule may be rotated among the employees in a department as long as adequate staffing is maintained until 5:00 p.m. This will allow more employees to take advantage of the summer schedule on certain days. Employees must record a voice mail message to indicate when they are observing the alternate schedule and specify the hours of operation.

“Spirit Fridays”

On Fridays, May 16 – August 8, 2014, employees will be allowed to wear casual dress and show school spirit in RU colors and attire. Here are some guidelines to help you determine suitable casual attire for the office.

- Clothing with the RU logo is encouraged (other school logos not permitted)
- Casual clothing should be comfortable, yet practical for work, but not offensive, revealing, or distracting
- Clothing that works well for the beach (shorts, flip-flops), exercise, yard work or dance clubs are not appropriate for a professional, casual appearance at work
- Clothing should be in good condition; torn, or frayed clothing is not appropriate
- Be mindful of professional obligations and commitments where casual dress is not appropriate like meetings with external clients or off-campus appointments

Employee Service Awards

The Employee Service Awards Program has been scheduled for May 6, 2014. The program recognizes RU service with awards beginning at 10 years of service and at each five year increment thereafter. All recipients should have received detailed information concerning the program. If you are reaching a milestone in your service with RU, please mark this date on your calendar.
Health Benefits and FSA Open Enrollment

Open Enrollment for health benefits and flexible spending accounts will be May 1 – May 23, 2014. This is the period when health care eligible employees may change plans, add or remove family members from coverage, or waive state health coverage. Employees may also elect a Flexible Spending Account. The 2014 Spring Spotlight on Your Benefits will be mailed to home addresses and/or distributed electronically this month to those with email addresses in the Benefits Eligibility System.

The Department of Human Resources will present a series of information sessions to review changes and open enrollment guidelines for interested faculty and staff on the dates, times, and locations listed.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Wednesday</td>
<td>04/30/2014</td>
<td>2:00 p.m. – 3:00 p.m.</td>
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<td>Wednesday</td>
<td>05/07/2014</td>
<td>2:00 p.m. – 3:00 p.m.</td>
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<td>Thursday</td>
<td>05/08/2014</td>
<td>11:00 a.m.–12:00 p.m.</td>
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<td>Tuesday</td>
<td>05/13/2014</td>
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<td>Tuesday</td>
<td>05/20/2014</td>
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<td>Thursday</td>
<td>05/22/2014</td>
<td>2:00 p.m. – 3:00 p.m.</td>
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Please contact Human Resources at 831-5008 if you have any questions or need assistance.

FOCUS GROUP MEETING for the OPTIONAL RETIREMENT PLAN

On behalf of VRS we are pleased to invite you to an upcoming Optional Retirement for Higher Education (ORPHE) focus group discussion being held at Radford University on Tuesday, April 29th in the Human Resources Conference Room at 314B Tyler Place, 2nd Floor. Input from the focus group will assist VRS’s evaluation of the ORPHE program to ensure it is meeting the needs of our customers now and in the future. You may use the following link and access code to register for the Radford University session. Please note you may only attend one session. www.regonline.com/vrsprt access code: vrspt123

Space is limited to no more than 10 participants and will be filled on a first come, first served basis.

457 Deferred Compensation Plan

Human Resources invites you to attend a session to learn about your 457 Deferred Compensation Plan. Defined Contribution Plans Retirement Specialist, Janice Parker, from ICMA-RC will present the session and will be available following the last session of the day for individual questions and counseling. Registration is not required for the morning sessions and you may attend any or all sessions that interest you. Seating is limited to the first 20 participants.

When: Wednesday, April 30, 2014
Where: Department of Human Resources Conference Room, 314B Tyler Place, 2nd Floor.

9:00 a.m. – 9:45 a.m. - 457 Deferred Compensation and Cash Match Plans Overview
10:00 a.m. – 11:00 a.m - Plan Investments  
11:15 a.m. – 12:15 p.m. - Distribution Options  
12:20 p.m. – 2:20 p.m. - Individual Counseling Sessions  

Contact Janice Parker at jparker@icmarc.org to schedule an appointment.  

**Upcoming CommonHealth Program – “Recipe for a Healthier Heart”**  

This program will provide participants with easy, essential steps for a healthier heart including tips on diet, exercise and managing stress. Incentives will be given to all participants.  

Thursday, May 1, 2014  

12:00 – 1:00 pm  Hurlburt 250  
1:30 – 2:30 pm  Human Resources Conference Room (314B Tyler Place, 2nd Floor)  
3:00 – 4:00 pm  McConnell Library, Room 170  

**SUMMER TUITION WAIVER SCHEDULE**  

The employee tuition waiver requests for each semester are requested in Human Resources on or before the first day of classes for each semester as follows:  

- **Maymester Semester, May 19, 2014**  
- **Summer Session I, May 19, 2014**  
- **Summer Session III, May 19, 2014**  
- **Summer Session II, June 30, 2014**  

Tuition waiver requests received after the first day of classes may not be approved. HR will determine eligibility for tuition waivers and will forward all waiver requests to Student Accounts. Any RU employee planning to enroll in a class using their fee waiver will not be able to register until the first day of classes. This policy ensures that tuition-paying students have access to classes before those attending and receiving fee waivers.  

**Weight Watchers At-Work Meetings**  

The Commonwealth of Virginia has partnered with Weight Watchers to offer employees a discounted rate and eligibility to receive 50% reimbursement of the enrollment fee. The cost for the monthly pass is $34.35, which gives employees access to the at-work meetings, community meetings and free online e-tools. Employees may receive 50% reimbursement of the cost if they are eligible for the state’s health insurance coverage. The Weight Watchers At-Work meetings will be held every Thursday from 12:00 p.m. to 1:00 p.m. Employees may join at any time. Please contact Alicia Dials at 831-6226 or adials@radford.edu for questions or more information.