Thank You Faculty & Staff Donors!

At the close of our fiscal year on June 30th, 239 current RU faculty and staff contributed $125,347.27 to support Radford University! Your gifts provided support for student scholarships, student activities, athletics, and college and department initiatives. Campus partners (RU Bookstore and RU Dining Services) provided gifts to be used as incentives. Any faculty or staff member who made a first time gift of $50 or more, or increased their last gift by at least 20% were entered in the drawing.

Congratulations to:

- Dr. Bob Phillips, Information Technology - 5 free meals at Dalton Hall, RU Dining Services
- Mr. Zheng Feng, Department of Art - Radford University Gift, RU Bookstore.

Annual Employee Benefits Fair

The annual Employee Benefits Fair will be held on Thursday, October 16th from 11 a.m. – 2 p.m. in the Muse Hall Banquet Room. The fair will feature insurance and investment vendors, informational exhibits, and much more.

As a further convenience to employees, Walgreen’s Pharmacy will provide flu shots as well! To receive a flu shot at no cost, employees must present their COVA health insurance card. In order to accommodate all employees, those not covered by a state health plan will be able to participate on a “self-pay” basis. Please e-mail jwhitehead2@radford.edu for more information.

Flexible Reimbursement Account (FRA) Claims Filing Deadline

The deadline to file for reimbursement of your 2013-2014 medical expenses under a Medical Expense FRA, or dependent care account is September 30th. Each year you have a three-month run-out period at the end of the plan year (June 30) to file for reimbursement of all eligible expenses incurred during your period of coverage within the plan year. Forms for reimbursement under the plan, which ended June 30, 2014 may be found at: benefitadminsolutions.com/anthem.
CommonHealth Corner - Wellness Opportunities for Faculty/Staff

Peters Hall Fitness Center is reserved for faculty and staff from 12 – 1 pm each workday.

YOGA will be beginning Wednesday, September 1, 2014 from 12 – 1 pm in Peters Hall, Room C019. Contact Danah Bella for more information at danahbella@gmail.com.

Functional Fitness will be held every Monday and Friday from 12 – 1 pm in Peters Hall, Room C019. Contact Foster Ridpath for more information at fridpath@radford.edu.

Weight Watchers At-Work Meetings will be held on Fridays from 12 – 1 p.m. 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. Employees may join at any time. Please contact Alicia Dials at 831-6226 or adials@radford.edu for questions or more information.

2014 VRS Member Benefit Profiles are Now Available!

The 2014 Member Benefit Profiles (MBPs) for Plan 1 and Plan 2 employees are now available in your myVRS account. Employees can log in or register for myVRS at www.varetire.org/myVRS. MBPs are currently not available for Hybrid Retirement Plan members. However, these employees may look up their current defined benefit and defined contribution account balances and other information through myVRS. Please contact Human Resources at 831-5008 if you have any questions or need assistance.

October is Open Enrollment for Optional Retirement Plan Participants

Participants in the Optional Retirement Plan for Higher Education (ORPHE) may change providers during Open Enrollment between October 1 and October 31.

The two providers available are Fidelity Investments and TIAA-CREF. Administrative and investment fees vary between the two providers. Participants should read the Open Enrollment Notice to Participants 14kb for more detailed information.

Participants can change their provider by completing the Provider Change Form 52kb and sending it to the Department of Human Resource, Box 6889 or dropping by our office at 314B Tyler Avenue between 8 a.m. and 5:00 p.m. Monday through Friday. An enrollment form and beneficiary form must also be completed (unless there is an existing ORPHE account with the provider). Changes will be effective for ORPHE contributions sent to the new provider on or after January 1 of the following year. Please contact HR at 5008 if you have any questions.
Department of Human Resources  

Lactation Room

Radford University now provides a lactation room for faculty and staff to support women balancing their return to work with their needs as mothers of young children. The room is located in the Human Resources office on the second floor at 314B Tyler Avenue. The lactation room provides a clean, secure and user-friendly environment for women who need to express breast milk during their work shift. To use the room, women can present a valid RU ID at the HR front desk between the hours of 8 a.m. and 5 p.m. For additional information, contact Kim Chiapetto at 831-5421 or kchiapetto@radford.edu.

Alternate Holiday Schedule

- October 13 (Columbus Day) – Open
- November 11 (Veterans Day) – Open
- November 26 (Wednesday) – Close at noon
- November 27 (Thanksgiving) – Closed
- November 28 (Friday) – Closed
- December 23 (Tuesday) – Close at noon
- December 24 (Wednesday) – Closed
- December 25 (Christmas) – Closed
- December 26 – 31 (Friday - Wednesday) – Closed
- January 1, 2015 (New Year’s Day) – Closed
- January 2, 2015 (Friday) – Closed

PeopleAdmin Training

Human Resources will be conducting monthly training sessions on the PeopleAdmin system. These sessions are for new employees, as well as current employees who may like a refresher. All of the sessions will be conducted in the Human Resources Training Room. Dates and times for the training are as follows:

- Wednesday, September 17, 2014
  1:00 p.m. – 2:30 p.m.
- Wednesday, October 15, 2014
  10:00 a.m. – 11:30 a.m.
- Wednesday, November 19, 2014
  1:00 p.m. – 2:30 p.m.

If you have any questions or would like to register, please contact Larry Ashby at lashby@radford.edu.

Hours of Work, Overtime, and Leave Training for Supervisors

The next Hours of Work and Leave Training will be scheduled for March. If you have any issues you would like addressed in this training or have immediate questions or concerns, please contact Pam Lucas at 6110 or pslucas@radford.edu.

Leave Reminder

The holidays are quickly approaching. Be sure to schedule and use available compensatory leave from 2013 to avoid losing it.
Administrative/Professional Faculty Performance Evaluations

The annual performance evaluation process for administrative/professional faculty is underway. Completed performance evaluations, performance expectations and performance factors for the current year are due September 15, 2014. The evaluation may be completed and submitted electronically using PeopleAdmin or it may be completed in paper form. The completed evaluation should include signatures for the employee, evaluator and reviewer. The evaluation should be maintained by the supervisor and a copy should be provided to the employee. For more information on the performance evaluation process, please refer to Section 1.9 in the A/P Faculty Handbook. If you have additional questions or concerns, please contact Theresa Slaughter at 831-5008.

Classified Staff Performance Evaluations

The annual performance evaluation process for classified employees began September 1st. Completed performance evaluations utilizing the PeopleAdmin system for all classified employees are due in Human Resources by October 31. Instructions for completing the performance evaluation can be found at the following link:

http://www.radford.edu/content/dam/departments/administrative/human-resources/peopleadmin/PerformanceEvaluation.pdf

Evaluations for classified employees with an overall rating of “Extraordinary Contributor” must have at least two (2) Notice of Extraordinary Contribution forms submitted with the evaluation. Evaluations for classified employees with an overall rating of “Below Contributor” must have at least one Notice of Improvement/Substandard Performance form submitted with the evaluation. A written notice issued to an employee for any reason in the current performance cycle (10/25/13 – 10/24/14) may also result in an overall rating of “Below Contributor”. We again will be utilizing the electronic acknowledgement/signature. Those employees who have never accessed the PeopleAdmin system can find the link on MyRU on the “Employee Tab” under the Quick Links section. Employees will log-into the system using their Radford login.

There are two separate training documents for Employees: Employee Acknowledgement of the Performance Plan and Employee Acknowledgement of the Performance Evaluation. Employees are encouraged to look over the instructions at the following link:

http://www.radford.edu/content/human-resources/home/training/PeopleAdminSite.html

Training for new evaluating supervisors and reviewers, as well as a refresher for those who are interested will be offered as follows:

Thursday, September 18, 2014 2:00 p.m.
Wednesday, September 24, 2014 2:00 p.m.
Monday, September 29, 2014 9:00 a.m.
Monday, October 6, 2014 2:00 p.m.
Tuesday, October 14, 2014 9:00 a.m.

Please register for the class by contacting Jenene Lewis by phone at ext. 7286 or by e-mail at hjlewis@radford.edu.