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COMMONWEALTH OF VIRGINIA

Office of the State Inspector General

The following is an open letter to all state employees sent on July 10.

Dear Fellow State Employees:

The State Fraud, Waste, and Abuse Hotline (Hotline), administered by the Office of the State Inspector General (OSIG), provides an opportunity for Commonwealth of Virginia (Commonwealth) citizens and employees to anonymously report suspected incidents of fraud, waste, or abuse of state resources that may have occurred in any executive branch agency or institution of higher education.

To increase awareness about the Hotline, the OSIG has recently developed an online interactive training program for employees. The training also provides information regarding retaliation against individuals who call the Hotline. The training can be found on the agency's website at <http://osig.virginia.gov/program-areas/citizen-services/report-fraud-waste-and-abuse/> and then by selecting "State Fraud, Waste, and Abuse Hotline Training" located under the Make a Report section.

If you have any questions about the Hotline or the training program you may contact the Office of the State Inspector General at 804-625-3269.

Sincerely,
June Jennings
State Inspector General

Performance reviews, probationary evaluations due Oct. 1 for staff to be considered for pay increase

All eligible university staff who would like to be considered for a merit-based pay increase this fall must have successfully completed a probationary review/evaluation by October 1 (and have received a developing, strong, or model rating).

-- For all university staff hired before August 1, 2013, performance evaluations must be completed and in "Employee Approved" status by October 1. Employees can begin the self-evaluation process August 1.

-- For university staff hired between August 1, 2013 and July 24, 2014 who do not have a performance evaluation, a probationary review must be completed by October 1.

Eligible classified staff who would like to participate in the merit process must convert to university staff between July 15 and August 31. Classified staff members in pay bands 5, 6, and 7 who are eligible to convert to administrative and professional faculty must do so between July 15 and August 8 to be eligible for the faculty merit

process.

To assist employees in making informed decisions, the Department of Human Resources will host a series of informational meetings during the conversion period. The informational meeting schedule, a list of frequently asked questions, and information about eligibility is available at www.hr.vt.edu/compensation/compmgmt/2014_staff_merit_pay_increase.

For more information, contact the Department of Human Resources at 540-231-9331.

2015 holiday, winter closing schedule announced

The 2015 holiday schedule was recently released by the governor's office and is now available online, along with the 2015 winter closing schedule. The combined document is available on the Department of Human Resources website at

www.hr.vt.edu/benefits/leave/holiday_schedule/index.html.

For more information contact the Department of Human Resources at 540-231-9331.

VRS member benefit profiles available online

Employees who are enrolled in the Virginia Retirement System (VRS) can log into their myVRS account to view their profile at www.varetire.org/myVRS/.

The Member Benefit Profile provides important information about your retirement and serves as a tool to help map out your path to retirement.

To view your Member Benefit Profile, visit www.varetire.org/myVRS/ to log in or create a new secure online account.

For more information, contact the Department of Human Resources at 540-231-9331.

Legislation requires all faculty, staff to report suspected child abuse, neglect

While everyone should be concerned about child abuse and neglect, certain individuals are required by law to report suspected instances.

As an employee of Virginia Tech, you are a mandated reporter as set out in §63.2-1509 of the Code of Virginia and in Policy 4815, Minors on Campus or Participating in University-Related Programs.

Mandated reporters, including all Virginia Tech faculty and staff, are those people who, in their professional or official capacity, are required to report instances of suspected child abuse and neglect to the local Social Services Department or to the Department of Social Services toll-free child abuse and neglect hotline at 1-800-552-7096.

A list of questions and answers specific to Virginia Tech

employees related to the law is available online at www.hr.vt.edu/employeescorner/policy/child_abuse_and_neglect_reporting.html.

For more information, contact the Department of Human Resources at 540-231-9331.

Provide input to Blacksburg Transit proposed route changes

Blacksburg Transit is proposing several changes to its full and summer service routes and is asking for input from the Virginia Tech community.

The proposed changes include times, frequencies and routes. A summary can be viewed at www.blacksburg.gov/index.aspx?page=791.

Public comments will be collected from July 14-31 via phone at 540-961-1185 or by email at btransit@blacksburg.gov. An information session is scheduled for July 15 from 4-6:30 p.m. at the Roger E. Hedgepeth Chambers in the Blacksburg Municipal Building, 300 South Main Street.

The planned changes are scheduled to begin on August 18.

For more information on commuting options, contact the Alternative Transportation Office at 540-231-2701.

New task force, organizational structure to advance inclusion and diversity efforts at Virginia Tech

Virginia Tech will make a significant change in its organizational structure to advance and revitalize inclusion and diversity efforts and to expand and enhance its commitment to the values expressed in the Principles of Community.

The university's inclusion and diversity initiatives will be led by a newly established President's Inclusion and Diversity Executive Council. The council, chaired by Virginia Tech President Timothy Sands, will guide, support, and be accountable for advancing inclusion and diversity initiatives throughout the university. This new approach will include a senior level advisor to the president who will also serve as an interim vice provost for inclusion and diversity during the transition.

The current programs and staff members of the Office of Diversity and Inclusion will be transferred to other existing university units and will assist in supporting future initiatives.

The new administrative structure consists of four key components recommended by the task force:

-- An executive-level council, chaired by the university president and comprised of the provost, vice president for finance and chief financial officer, deans, and vice presidents that would improve accountability for success on identified inclusion and diversity initiatives. Over the next several weeks, Sands and McNamee will work to identify and enlist membership for this council.

-- The Office of the Senior Vice President and Provost will serve as the administrative home for supporting inclusion and diversity efforts.

-- A decentralized rather than a central administrative organization to develop and implement inclusion and diversity efforts. Sands and McNamee will identify and

appoint six university employees to also serve as inclusion and diversity coordinators. These individuals will assist the executive council by advocating for programs and services throughout the university.

-- A senior advisor to the president who will help to support the university's commitment to inclusion and diversity.

In addition, Sands and McNamee will invite guidance from an advisory committee comprised of caucus chairs, alumni, individuals identified by the Commission of Equal Opportunity and Diversity, and others as needed, to provide guidance and information to the executive council, coordinators, and senior university leaders. Full implementation of the new model will take place in the coming months.

For more information, visit www.provost.vt.edu.

Update information for 2014-15 University Directory due Aug. 15

All departments and organizations are reminded to update their entries in the online database for the 2014-15 University Directory.

The deadline for updating information in the online database is Aug. 15.

After Aug. 15, changes can still be made to the database entries and will appear in the university's online directory at www.directory.unirel.vt.edu. These updates will not, however, appear in the printed 2014-15 University Directory.

For more information, contact Paula Vaught at 540-231-6333.

Register for terrorism awareness training

The Office of Emergency Management and the Virginia Department of Emergency Management are hosting a terrorism awareness course on August 18 from 8 a.m. – 5 p.m.

The course discusses terrorism and addresses the challenges facing emergency responders. Through case history, the student will receive information on incident recognition, scene control, and responder self-protection. This course focuses on identification of the incident crime scene, incidents involving chemical, biological, radiological, nuclear, and explosive incidents, cyber terrorism, eco-terrorism and planning considerations.

The class will be held in the Office of Emergency Management classroom in the Public Safety Building, Suite 148, 330 Sterrett Drive.

For more information or to register, contact Bobbi Myers at 540-231-2438.

Virginia Tech News is published weekly during fall and spring semester and bimonthly during the summer sessions, by the Department of Human Resources and the Office of University Relations as a service to university employees who do not have computer access on campus. For more information, or to discuss submission of items call 540-231-7643.