

NEWS & INFORMATION

Wednesday, Dec. 7, 2016 -- Volume 13, Number 19



Stanger Street lane closure Dec. 6-7

Traffic will be limited to one-lane on Stanger Street near the Liberal Arts Building and Torgersen Hall from 8 a.m. to 4 p.m. on Tuesday, Dec. 6 and Wednesday, Dec. 7. Crews will be performing utilities work associated with the Upper Quad Residence Halls project. Drivers should expect delays in this area and are advised to use alternate routes.

Have too much leave built up? Use it or lose it by Jan. 10

Employees who have more leave than is allowed to be carried over into the new year must use it before Jan. 10, 2017 or it will be forfeited. On Jan. 10, 2017, the beginning of the new leave year, all annual leave in excess of the maximum carryover will be lost, and family sick, family and personal, personal sick, and community service leave balances will be replenished. The chart below details how much leave employees can carryover.

As a reminder, employees must use annual or other appropriate leave balances to cover the four winter closing days from Dec. 27-Dec. 30. These days are NOT holidays - employees must use leave to cover these days.

Staff maximum carryover

Years of service	Hours earned per pay period	Hours accrued per year	Maximum carryover	Maximum pay out limit
0-5	4 hours	96 hours	192 hours	192 hours
5-10	5 hours	120 hours	240 hours	240 hours
10-15	6 hours	144 hours	288 hours	288 hours
15-20	7 hours	168 hours	336 hours	288 hours
20-25	8 hours	192 hours	384 hours	336 hours
25 or more	9 hours	216 hours	432 hours	336 hours

Faculty maximum carryover

Years of service	Per pay period accrual rate	Maximum carryover	Maximum pay out limit
Less than 20	8 hours	288 hours	288 hours
20 or more	9 hours	336 hours	336 hours

Under exceptional and extenuating circumstances, the Department of Human Resources may approve the carryover of extra annual leave. According to the commonwealth's Annual Leave Policy 4.10, the exception is warranted only when an employee is unable to use the additional hours before the end of the year due to the agency's demands over a substantial period of time.

Requests for exceptions should be submitted by email to Claudia Cornwell at ccornwel@vt.edu or mailed to her attention at

mail code 0318. If an exception is approved, the employee will not be eligible to be paid for excess balances upon separation from state service.

Additional information is available online at www.hr.vt.edu/benefits/leave/manual/chptr01. For more information, contact the leave team at 540-231-9331 or hrleave@vt.edu.

Information on authorized closings during inclement weather

In times of inclement weather or other situations, it may be necessary for the university to close or delay opening at the Blacksburg, Virginia campus or any of the universities locations across the state.

Decisions to alter the normal schedule for the university are made as quickly as possible and are communicated to employees and the community in the following ways:

- The Virginia Tech homepage (www.vt.edu)
- Campus-wide email to all vt.edu accounts
- Electronic message boards in classrooms
- The weather/emergency hotline (540-231-6668)
- VT Phone Alerts (www.alerts.vt.edu/)
- VT Desktop Alerts (www.alerts.vt.edu/desktop/alerts-desktop.html)

Note: These are the only official sources of information for authorized closings and delayed openings for the Blacksburg campus and facilities in the immediate Blacksburg area (excluding off-campus extension offices).

In the case of inclement weather, employees are responsible for confirming if and when to report to work that day. Because full details of university closings may not be adequately provided or described in other public media, employees are strongly advised to check the Virginia Tech homepage (www.vt.edu), or other official sources.

Additional information about authorized closings is available on the Human Resources website at http://www.hr.vt.edu/forms/authorized_closings/employees/index.html.

Campus winter weather traffic and parking emergency procedures

As we enter the winter season, snow and icy roads may become an issue. Please review the snow and ice traffic emergency procedures for the Blacksburg campus.

The following procedures and guidelines must be followed when a snow and ice traffic emergency is declared. This designation goes into effect when road conditions deteriorate to the point where road travel is difficult. Generally, this occurs when the road is significantly iced or approximately 3-4 inches of snow has fallen.

Emergency Snow Routes

The roadways listed below are designated Emergency Snow Routes that must remain clear and open for emergency vehicle use. When these conditions exist, all vehicles parked along the road (parallel and diagonal) must be removed from the

following five roadways or be towed at owner's expense:

- Washington Street: between Kent Street and Duck Pond Drive
- Kent Street: between Washington Street and Drillfield Drive
- South Drillfield Drive: between Kent Street and West Campus Drive (both sides of the road)
- Beamer Way: between Washington Street and Southgate Drive.
- Alumni Mall inbound lane only (the outbound lane will remain unaffected)

Resident Students

By midnight on the day the snow and ice traffic emergency is declared or at the time designated by appropriate university officials, all resident students must have their vehicles parked in the three resident lots (Duck Pond Road Resident Lot (the Cage), Chicken Hill lot, and the Stadium Lot). Resident student vehicles that are parked outside of these areas are subject to ticketing and towing. Resident student vehicles must remain parked in the resident lots until the snow emergency has been lifted.

Faculty, Staff, and Students

As many vehicles as possible must be out of the lots to allow for plowing snow. This allows the lots to be made as safe and convenient as possible during snow and ice conditions. Vehicles should not be abandoned in a normal lane of traffic when road conditions become difficult. Vehicles abandoned in roadways or in hazardous locations in parking lots will be towed at the owner's expense.

University Contact Information

For more information, contact Parking Services at 540-231-3200 or Facilities Customer Service at 540-231-4300.

The university's weather/emergency hotline can also be used outside of normal business hours at 540-231-6668.

Blacksburg Transit

During inclement or severe weather Blacksburg Transit will make every effort to maintain the normal routes and schedules in both Blacksburg and Christiansburg. However, delays should be expected and some minor detours and stop closures may be implemented.

Service may be affected differently in Blacksburg and Christiansburg, depending on the weather and road conditions. In times of particularly severe weather, like a major snow storm, service may be suspended indefinitely. Blacksburg Transit staff will make every effort to assist passengers who may be left without a ride, including Commuter route passengers.

Weather related service changes will be posted on www.btransit.org and through the phone system, sent via Blacksburg Alert, and posted on the Town of Blacksburg's social media accounts.

Contact Blacksburg Transit for information concerning routes and/or service at 540-961-1185.

Smart Way Bus

For information concerning the operation of the Smart Way Bus during inclement weather call 800-388-7005 or visit www.smartwaybus.com.

University leaders outline plans and commitment to inclusion and diversity

A roundtable event in Washington, D.C., created an opportunity for Virginia Tech President Tim Sands and Menah Pratt-Clarke, the university's vice president for strategic affairs and vice provost for inclusion and diversity, to outline a number of the university's initiatives that affirm its commitment to InclusiveVT.

The initiatives are designed to help Virginia Tech reach its goal — outlined by Sands at a Nov. 7 Board of Visitors meeting — of doubling the number of underrepresented minorities at the institution by 2022 and enrolling far more students from historically underserved populations.

One key initiative is working with donors to provide matching funds that would create scholarships for students in these underrepresented groups.

Sands explained that the scholarships would not only cover tuition costs

but also lend additional financial support, allowing student recipients to focus on their studies; to become stronger academically, and to be in a position to compete more effectively and succeed after graduation.

Other initiatives include the College Access Collaborative, which partners with teachers, counselors, and parents to prepare students to be successful at Virginia Tech; working with the Hispanic College Institute to bring 100 students to campus for visits that introduce them to college life; and enlisting alumni to help reach out to potential minority students.

During Thursday's roundtable, Pratt-Clarke said the effort to recruit alumni to reach out to minority students has resulted in a 55 percent increase in applications among that group.

Steve McKnight, vice president of the National Capital Region, moderated the event, which was held at the National Press Club. About 40 members of the Virginia Tech community and invited guests attended.

In addition to the roundtable, Sands and Pratt-Clarke accepted the Diversity Champion award from Holly Mendelson, vice president and co-owner of Potomac Publishing, Inc. and co-publisher of INSIGHT Into Diversity magazine, the largest, oldest, and one of the most respected national diversity and inclusion magazine in higher education.

The honor is given by INSIGHT to institutions that "exemplify an unyielding commitment to diversity and inclusion throughout their campus communities, across academic programs, and at the highest administrative levels."

Sands credited Pratt-Clarke, who joined Virginia Tech from the University of Illinois last year, with many of the strides Virginia Tech has made in its efforts to increase diversity.

Pratt-Clarke said that she could see Virginia Tech's powerful commitment to the community when she visited classrooms while interviewing at the university.

Both Pratt-Clarke and Sands also thanked the Board of Visitors for their continued support for InclusiveVT.

University update regarding Fair Labor Standards Act

The following is a message to the Virginia Tech community from the Vice President of Administration sent on Dec. 1.

Earlier this week we shared the ruling of the federal district court judge for the Eastern District of Texas that placed a nationwide preliminary injunction blocking the U.S. Department of Labor from enforcing the new Fair Labor Standards Act (FLSA) overtime rules, and we relayed our need to consider the impact of this ruling on our faculty and staff. At this time, the university has decided not to move forward with implementation of the earlier FLSA overtime rules. We will continue to monitor developments at the federal level.

Nevertheless, Virginia Tech values our staff and faculty and is committed to supporting a high quality of work life. We are assessing the legal and financial constraints of our current environment and will begin this year to create a path to move forward with modified increases phased in over a three-year period.

Future updates will be provided to the community through Virginia Tech News and through department-level conversations with individuals.

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.