

# NEWS & INFORMATION

Wednesday, Dec. 2, 2015 -- Volume 12, Number 18



## Annual Notification: 2016 Tax Deferred Savings Plan

As an employee of Virginia Tech you are eligible to participate in the university's Deferred Savings Program (the "403(b) Plan"). The 403(b) Plan allows you to save money for your retirement through pre-tax contributions or after-tax contributions, known as Roth contributions. The university does not contribute to the 403(b) Plan; all employee contributions are made through salary reduction. Employees are always 100% vested in their 403(b) Plan contributions.

### Eligibility:

All Virginia Tech employees are eligible to participate in the 403(b) Plan.

### Enrollment:

You may enroll in the 403(b) Plan immediately upon your date of hire or any anytime thereafter. You may discontinue or change your enrollment at any time.

### Contribution and Investment Elections:

To enroll, you must elect your contribution amount and designate a vendor to manage your investments.

A list of approved vendors, their contact information, and detailed information about how to enroll or change an existing contribution is available at [www.hr.vt.edu](http://www.hr.vt.edu). Employees should contact each vendor for information about the 403(b) Plan products and services it offers.

### Contribution Limits:

The IRS limits the annual contributions you can make to a 403(b) plan. The 2016 limits are:

--Under age 50: \$18,000

--Age 50 or older: \$24,000

Individuals with 15 years or more of service may also be eligible for an additional \$3,000 catch up per year not to exceed \$15,000 in a lifetime; However, this option will require a special review to determine eligibility. You are encouraged to work with your vendor if you want to make changes to your 403(b) program.

For more information, contact Angie King, director of benefits at 540-231-7774 or the Human Resources Service Center at 540-231-9331 or [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu).

## Crime alert: Residential burglaries in Monteith Hall

On November 18, 2015, the Virginia Tech Police Department received reports of four residential burglaries in Monteith Hall. The offenses occurred between November 14 and November 17, 2015. In each case, the suspect(s) entered the residence through an unlocked door and stole cash or small valuables. No suspect description is available at this time. We urge anyone with any information to contact Detective Daniel Hardy at [dhardy@vt.edu](mailto:dhardy@vt.edu) or 540-231-9686.

If you notice this type of activity, or any other type of suspicious activity, please contact the police immediately at 540-231-6411 or by dialing 911.

The Virginia Tech Police Department reminds everyone to

report all crimes and suspicious activity/persons anywhere on campus immediately to the Virginia Tech Police Department at 540-231-6411 or by dialing 911. Anonymous tips can be reported online at

[www.police.vt.edu/VTPD\\_v2.1/form\\_2tips.php](http://www.police.vt.edu/VTPD_v2.1/form_2tips.php) or via the LiveSafe mobile app. For Android devices, visit <https://play.google.com/store/apps/details?id=com.livesafe.activities&hl=en>. For iPhone devices, visit <https://itunes.apple.com/us/app/livesafe/id653666211?mt=8>.

All residents are reminded to lock their doors when out of the room or sleeping. All personal items in a residence hall room can become easy targets and an unlocked door can be an invitation to a thief.

For more information, contact the police department at 540-231-6411 (non-emergency).

## Blacksburg Holiday Parade to disrupt traffic on campus

Blacksburg's annual Holiday Parade on Dec. 4 will require both lanes of Perry Street from Lot 1 to Stanger Street to be closed for the line-up area between 5:30 and 7:30 p.m.

Vehicles exiting parking lots will be allowed access to other exits to leave the area. Emergency vehicles and personnel will have access to the area in event of emergency.

Traffic will be suspended on Stanger Street once the parade begins.

In the event of inclement weather on Dec. 4, the parade will be at 1 p.m. Dec. 5.

For more information, contact Graham Smith at 540-231-7633.

## Have questions about Aflac?

Employees who are interested in learning more about the university's newest benefit, Aflac, can do so by visiting [www.hr.vt.edu/benefits/aflac/aflac.html](http://www.hr.vt.edu/benefits/aflac/aflac.html) or meeting with an Aflac representative on the Blacksburg campus.

A listing of the dates and times the representative is available can be found at [www.hr.vt.edu/benefits/aflac/aflac.html](http://www.hr.vt.edu/benefits/aflac/aflac.html). Walk-ins are welcome, but registration is highly encouraged. To register, or for more information, contact David Cook, Aflac representative, at 540-255-6996 or [david\\_cook@us.aflac.com](mailto:david_cook@us.aflac.com).

Employees who work at extended locations should also contact Cook to schedule a phone call.

For more information, contact the Human Resources Service Center: Send an email to [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu) or call 540-231-9331.

## Register for the Advancing Diversity at Virginia Tech workshop

The 13th annual Advancing Diversity at Virginia Tech workshop will be held on Tuesday, Jan. 12, from 8:30 a.m. to 3 p.m. at The Inn at Virginia Tech and Skelton Conference Center. This event is open to members of the university

community at no charge.

Register at

[https://virginiatech.qualtrics.com/jfe/form/SV\\_bJdQAb8ZE5pgDZj](https://virginiatech.qualtrics.com/jfe/form/SV_bJdQAb8ZE5pgDZj) by Dec. 18.

This year's featured speaker will be Menah Pratt-Clarke, incoming vice provost for inclusion and diversity and vice president for strategic affairs. Pratt-Clarke currently serves as associate chancellor for strategic affairs and associate provost for diversity at the University of Illinois at Urbana-Champaign and will be joining Virginia Tech on Feb. 1. Her teaching and research interests include critical race studies, black feminism, and critical race feminism, with a particular focus on issues of transdisciplinary analysis of diversity issues in higher education.

This year's workshop will include an update on InclusiveVT ([www.inclusive.vt.edu](http://www.inclusive.vt.edu)) initiatives and breakout sessions on faculty recruiting for excellence and diversity, leadership, race and ethnicity, and creating an inclusive climate.

Participants are invited to display posters describing diversity activities on campus. To display a poster, register for the workshop, and indicate the poster title.

If you are an individual with a disability and desire an accommodation, please contact Kathy Murphy at 540-231-9987 or [kathymm@vt.edu](mailto:kathymm@vt.edu) during regular business hours at least 10 business days prior to the event.

For more information, visit

[www.advance.vt.edu/events/advancing\\_diversity\\_workshops/advancing\\_diversity\\_workshops\\_main.html](http://www.advance.vt.edu/events/advancing_diversity_workshops/advancing_diversity_workshops_main.html).

## Register now for upcoming Mindfulness training session

Employees and students are invited to learn about how to be more mindful of their health by participating in an informational session on Thursday, Dec. 10.

Graduate students studying in the Master of Public Health program will talk with attendees about mindful eating, relaxation, and movement.

This free session will be held in New Hall West (room 18 - located in the basement).

### Schedule:

-- 11:45 a.m. - Light refreshments

-- 12-12:45 p.m. - Mindful eating

Includes tips on how to incorporate healthy nutrition into hectic lifestyles.

-- 1-1:45 p.m. - Mindful relaxation

Includes a yoga demonstration, stretches, and tips on how to increase everyday mindfulness for individuals of all skill levels.

Seating is limited and registration is required by Dec. 9. To register, visit

<https://auth.vt.edu/login?service=https%3a%2f%2fwww.solutionwhere.com%2f%2fvt%2fdefault.aspx>, click "view by alpha", and search for "Hokie Wellness Mindfulness Training Session."

For more information, visit [www.hokiewellness.hr.vt.edu](http://www.hokiewellness.hr.vt.edu), send an email to [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu), or call 540-231-9331.

## Save the date: 2016 Hokie Wellness Health and Benefits Fair scheduled for Jan. 13

Employees are encouraged to start 2016 off right by learning how to weave wellness into their lives at the Hokie Wellness Health and Benefits Fair. All employees are invited to attend the fair on Wednesday, Jan. 13, from 7:30 a.m. to 3 p.m. at McComas Hall. While admission is free, employees must bring a Hokie Passport to sign-in and be entered to win door prizes.

The fair's schedule includes health, wellness, and benefits exhibitors,

educational sessions, group exercise classes, interactive activities, flu and shingles vaccinations, a bloodmobile, cooking demonstrations, swim lessons, and more. Cardio areas and weight rooms will also be open to employees.

New this year, employees will be able to purchase lunch at the fair from a variety of food truck vendors.

As part of the university's commitment to maintaining healthy lifestyles, all employees are encouraged to participate and will receive two hours of approved leave to attend the fair.

The event is sponsored by Human Resources and Carilion Clinic. Individuals who are interested in volunteering to help staff the fair should email Hokie Wellness at [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu).

For more information, visit [www.hokiewellness.hr.vt.edu](http://www.hokiewellness.hr.vt.edu), send an email to [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu), or call 540-231-9331.

## Please consider donating before the 2015 Commonwealth of Virginia Campaign closes

If you have not already done so, please consider donating to the 2015 Commonwealth of Virginia Campaign (CVC) before December 14. The money you donate could help a friend, colleague, or co-worker in need.

Donations can be made using the online pledge system at [www.cvc.hr.vt.edu/donate/online/online-pledge.html](http://www.cvc.hr.vt.edu/donate/online/online-pledge.html). Paper pledge forms are also available to download at [www.cvc.hr.vt.edu/\\_files/file\\_cvc\\_stepbystep.pdf](http://www.cvc.hr.vt.edu/_files/file_cvc_stepbystep.pdf).

For more information, contact Carol Bishop, Commonwealth of Virginia campaign coordinator, at [ceebee@vt.edu](mailto:ceebee@vt.edu) or 540-231-1155.

## Complimentary basketball tickets available

Employees can claim complimentary tickets to upcoming Virginia Tech basketball games. There are four men's games and three women's games available, including ACC match ups. Visit [www.hokiesports.com/wbasketball/recaps/20151118aaa.html](http://www.hokiesports.com/wbasketball/recaps/20151118aaa.html) for specific game listings.

For more information, contact Lauren Belisle at 540-231-3236.

## Virginia Tech Golf Shop holds annual sale Dec. 2

The Virginia Tech Golf Shop will host its annual one-day holiday sale from 8:30 a.m. to 6 p.m. Wednesday, Dec. 2. All items will be marked down at least 20 percent.

For more information, contact Jay Hardwick at [jhardwic@vt.edu](mailto:jhardwic@vt.edu).

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