



Updates to authorized closing and telework policies

Currently, about 50 percent of Virginia Tech's workforce is teleworking due to the impact of the pandemic; however, the shift to telework is becoming a more common way to work – not just at Virginia Tech but in organizations everywhere. To accommodate current work practices, two university policies have been updated. Following is a summary of the changes:

Policy 4305: Authorized Closings Leave and Compensation Policy (<https://policies.vt.edu/4305.pdf>):

The university has identified three employee types and updated policies around how compensatory time is allotted during an authorized closing:

- "Emergency personnel" are employees who are required to report to work during an authorized closing and will continue to receive compensatory leave.
- "Non-emergency personnel" are employees who typically perform their duties at the employer's central workplace. During an authorized closing event, these employees are not required to work if their workplace is closed; they will continue to receive compensatory leave during an authorized closing.
- "Non-emergency personnel who telework on authorized telework arrangements" are expected to continue working remotely, following their normal schedule, during an authorized closing and will not receive compensatory leave.

Policy 4325: Alternate Work Site and Telework Policy (<https://policies.vt.edu/4325.pdf>):

- Policy language was updated to better define employees who telework during authorized closings.
- The definition of telework was clarified by removing the limits around days and hours that an employee can telework that were included in the previous policy.

Both policies have been updated and are available on the policies website at <https://policies.vt.edu/>.

For questions about these policy changes, please contact your college or department HR representative.

Virginia Tech Printing Services operational updates

Effective May 31, 2021, the university will no longer offer printing through Virginia Tech Printing Services.

Virginia Tech is committed to the responsible stewardship of public resources. Printing Services is an auxiliary university department, receiving no tax dollars nor tuition fees to support its operations. The decision follows long-term operational reviews of the department's business model and a continuing decline in demand for on-campus printing offerings.

The Hokie Print shop in Squires Student Center will close on March 31, 2021. Printing Services' South Main Street facility will serve customers through May 31. University members should use a Virginia-Tech licensed vendor to complete printing projects after May 31.

Students that used the Hokie Print Shop in Squires Student Center can visit University Libraries printing services in Newman Library for their printing, scanning, and copying needs.

Additionally:

- Hokie Print kiosks will continue to operate through the 2021 calendar year.
- The Sign Shop will operate under the Division of Campus Planning, Infrastructure, and Facilities. The Copier Management Program will continue to operate through the 2021 calendar year.
- Bulk Mail will operate under Mail Services.

Further information around licensed printing vendors will be shared in VT Daily News, on the Printing Services website at <http://www.printing.vt.edu/>, Procurement Printing Services website at <https://www.procurement.vt.edu/departments/printing.html>, and on the VT Brand site at https://brand.vt.edu/licensing/campus_use.html in the coming months. For immediate inquiries around licensed vendors, please refer to the Licensee section on the VT Brand site or contact the VT Brand team.

Security best practice: Virginia Retirement System members should claim myVRS accounts

The most important way VRS members can help protect themselves from identity theft involving their benefits is to set up their online myVRS accounts at <https://myvrs.varetire.org/login/> soon after they're hired.

By registering for myVRS, completing the identity-verification steps and then establishing a password-protected account, members will help prevent someone else from laying claim to the account fraudulently. Within the next year, VRS will require all members to complete retirement forms through the myVRS account.

Even if the member doesn't plan to use myVRS immediately, taking ownership of the account is a smart defensive move. Once you log into myVRS, you will find a growing library of tools and resources to assist you throughout your career, including the myVRS Retirement Planner, the myVRS Benefit Estimator and the award-winning myVRS Financial Wellness program.

For more information or questions, contact the HR Service Center at 540-231-9331 or hrrservicecenter@vt.edu.

Hokie Wellness invites employees to join Hokie Wellness Google group

Hokie Wellness is inviting employees to join its Google group. Members of the Google group receive a monthly email with information about Hokie Wellness events, programs and resources, resources and programs from other areas of the university, and free resources that may benefit employees.

The monthly email is sent out at the beginning of each month. On occasion, additional emails may be sent with important information to share.

To join the Hokie Wellness Google group, send an email expressing your interest to hokiewellness@vt.edu.

Employee training transitions from CourseWhere to new PageUp learning management system

On Sept. 29, 2020, a new PageUp learning management system (PageUp LMS) was launched to provide an opportunity for employees to continue professional development and remain compliant with university requirements.

With the expanded features available and integration with PageUp's ATS and Onboarding modules, Human Resources will no longer support CourseWhere, the training registration system used from 2009 to 2020. CourseWhere, previously directly accessible through training.vt.edu, will not be available after Feb. 26, 2021.

Until Feb. 26, employees can access their CourseWhere training transcripts by visiting training.vt.edu and selecting the CourseWhere icon. Employees' completed training

information from July 1, 2016 onward will be transferred to PageUp LMS by March 31, 2021.

Courses that were accessible through CourseWhere and are now available on PageUp LMS include:

- Compliance: Policy 1025/Title IX/VAWA
- HR Banner Approver
- HR Banner Status Changes
- HR Banner Graduate Assistantships and Adjunct Appointments
- HR Banner Wage Positions
- HR Banner General Navigation
- Banner 9 Accounts Payable

Additional courses, that were previously available on the CourseWhere registration system, will be added to PageUp LMS within the next several months along with new development opportunities for Virginia Tech employees.

For assistance navigating PageUp LMS and reviewing Learner Transcripts, instructions can be found at <https://training.vt.edu/pageup-lms-training.html>.

For more information or questions, contact the HR Service Center at 540-231-9331 or hrrservicecenter@vt.edu.