As we begin the New Year at Norfolk State University, I would like to wish everyone a successful new year, with the renewed appreciation of the foundation of our existence at the University – for the students. The month of February is dear to the historic foundation of the University, as being a Historically Black College and University (HBCU). The march recently conducted by leaders, employees and students represents our commitment to our institution’s foundational lineage.

Dr. Martin Luther King, Jr., stated the following in a speech in November 1967: “A man dies when he refuses to stand up for that which is right. A man dies when he refuses to stand for justice. A man dies when he refuses to take a stand for that which is true.”

As we forge forward at this wonderful University, consider the aforementioned words, in your daily activities. Title IX is an important fiber of our institution – we must ensure our students and employees are treated with respect and protected from sexual harassment, etc. Additionally, the Commonwealth of Virginia has adopted policy 1.35 Civility in the Workplace. Please take a moment to read the policy and ensure you understand the practical application in our workplace.

BEHOLD,

S. T. WATKINS

Meditation is the simple, scientifically proven brain exercise that helps you be more tuned in to your day and relax by rewiring your brain to deal differently with stress. And, practicing meditation and enjoying its benefits, like feeling happier and less overwhelmed, doesn’t require the perfect conditions or a huge time commitment.

The Relearn to Relax: CommonHealth’s Guide to Meditation and Mindfulness for Busy Beginners program guides you through a 5 minute meditation exercise to practice daily. It also discusses the physical and mental benefits of meditation and mindfulness, explores ways to find moments of calm in your busy days, how to use technology to your advantage by learning about some really useful apps, and finally, explains techniques to help you power down for a good night’s sleep.

Everyone who participates will receive an incentive and a mindfulness guide for starting a meditation practice.

Join CommonHealth and Relearn to Relax starting January 2019. We will present this campaign to your employees in a fun and knowledgeable way in just a few minutes or a full-length presentation. Here are a few ideas; add a CommonHealth program to a staff meeting, schedule a lunch and learn, include a program or display during a conference, or any other staff events. And don’t forget about our informative displays and learning stations for benefits fairs, health fairs, truck Roadeos, safety days, wellness days, employee appreciation events, picnics etc.

Contact your Regional CommonHealth Coordinator or contact us at wellness@dhm.virginia.gov to schedule Relearn to Relax: CommonHealth’s Guide to Meditation and Mindfulness for the Busy Beginner at your location. This program is available through June 2019.

Please click here to visit the CommonHealth website for additional information on re-learn to relax and special deals.
Hiring Process For Wage Employees

Persons who are interested in working as wage (part-time employment), must follow and complete the steps below in order to be eligible for employment at Norfolk State University.

1. Go to https://virginiajobs.peopleadmin.com/
2. Create an account. If you have an account already, please print your application.
3. Upload resume and/or fill in all fields and click “Create an account” at the bottom of page.
4. Click on “Click Here if you want to create and save your application but not apply to a job”
5. Click “apply for the job” tab in order to complete the entire application (all tabs).
6. Once completed, save application. Your application is then ready to be printed.

Please know that you have just completed an online account where you can apply to any state job and you have a ready application to print if needed for wage jobs as well.

After setting up an online application for the first time, you will be able to update your application anytime you want and add supplemental documentation at any time.

Once the wage/hourly application is complete, the department is then responsible for the following:

1. At no time shall a wage/hourly employee start work, prior to receiving an offer letter from the Office of Human Resources.
2. Submit the application and HR-1 through the approval route, with final office being the Office of Human Resources.
3. Human Resources will contact the applicant to complete required onboarding documents.
4. Once Human Resources completes processing all onboarding documents, including background checks, etc., the employee’s supervisor will be contacted with the orientation and start date for the applicant.
5. The applicant must retrieve, review, and endorse the offer letter, prior to the applicant’s first day of employment.

Failure to follow this procedure may warrant additional senior leadership intervention.

Should you have any questions regarding this process, please contact Human Resources at 757-823-8160 or email askhr@nsu.edu.

Managers And Supervisors, Are You Completing An HR-1 Form and Clearance Form When Your Employee Leaves The University?

As faculty and staff end their university employment, department supervisors are required to notify certain campus departments of the employee’s departure.

Additionally, to ensure that NSU is in compliance with Commonwealth of Virginia State Policy, it is important that the separation and clearance process be completed for the following employees:

- Contract Employees (Teaching and Research, Term and Administrative and Professional Faculty).
- Classified Employees – salaried employees.
- Adjunct Teaching Faculty – paid by rank and number of courses being taught (part-time).
- Wage/hourly/P-14 Employees – employees paid by the hour (also includes students hired as NSU employees).

EXCLUDES: Work-study students and those paid by stipend as specified in the respective grant.

When an employee is separating from employment with the University, the employee’s supervisor must:

1. Submit the electronic university clearance form within 48 hours of notification of separation. [https://webapps.nsu.edu/hrclearance/login.php]
2. Complete an HR-1 form which indicates “separation” and attach the original resignation letter or other supporting documentation.
3. Ensure the return of departmental equipment (keys, technical equipment).
4. Advise the employee of their responsibility to return IT borrowed equipment (e.g. laptop, cell phone) directly to Information Technology Services.
5. Submit all outstanding leave forms to Human Resources.

Failure to complete the separation and clearance process in a timely manner can result in employee overpayments.

Should you have any questions regarding this process, please contact Human Resources at 757-823-8160 or email askhr@nsu.edu.
FAQ: I’m Going to Retire Soon. Will I Have Life Insurance in Retirement?

Yes, if your employer offers this benefit and you meet the requirements for retirement when you leave employment. If you have VRS Group Life Insurance with your employer, a portion of your coverage continues into retirement. Your coverage includes:

A death benefit amount that is equal to your creditable compensation at retirement, rounded to the next highest thousand and then doubled. The benefit is payable if you die of natural or accidental causes.

An accelerated death benefit option. If you are diagnosed with a terminal condition and have fewer than 12 months to live, you can withdraw some or all of your life insurance proceeds to use for any purpose. Your beneficiary or survivor will receive any remaining amount upon your death.

The amount of your coverage begins to reduce on January 1 following one calendar year after your employment ends. The reduction rate is 25 percent each January 1 until it reaches 25 percent of the total life insurance benefit value at retirement.

Hybrid Retirement Plan Members: Gradual Savings Increases Pay Off Over Time

Don’t just stand there in the same financial place. Protect your future by increasing the amount of your voluntary contributions. Hybrid Retirement Plan members have until March 14 to increase contributions for the next quarter, which starts with the first pay period in January.

Your voluntary contribution is in addition to your 1 percent mandatory contribution to the defined contribution component of your plan. Each quarter you can increase your voluntary contributions until you reach 4 percent of your creditable compensation.

Here’s why voluntary contributions are essential to your financial future:

- **Your employer matches a portion.** If you put money in your Hybrid 457 Deferred Compensation Plan account (up to 4 percent), your employer will match a portion of that contribution (up to 2.5 percent).

- **Your retirement contributions don’t just sit in your account — they’re invested.** The amount you set aside from each paycheck, plus the amount your employer puts in, is invested in funds that you choose.

- **Your investments could generate compounded earnings, and then compounded earnings on those compounded earnings.** Compound interest could make your money go further than if you simply set it aside without investing or spent it now.

Even if you can save only a little right now, you can start with small annual increases to your voluntary contributions through SmartStep. If you cannot save 4 percent now for the full 2.5 percent match from your employer, small increases will help you reach 4 percent gradually, with less impact on your paycheck.

STATE EMPLOYEE ASSISTANCE PROGRAM (EAP)

All health plans offered to state employees and their dependents have employee assistance programs (EAPs). Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services. For additional information, please visit the link.

http://www.dhram.virginia.gov/employeeprograms/employeeassistance

Have an HR question you need answered quickly?

Send your questions to askHR@nsu.edu
It is the policy of the Commonwealth to foster a culture that demonstrates the principles of civility, diversity, inclusion, and equity. In keeping with this commitment, workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

The purpose of this policy is to ensure that agencies provide a welcoming, safe, and civil workplace for their employees, customers, clients, contract workers, volunteers, and other third parties and to increase awareness of all employees' responsibility to conduct themselves in a manner that cultivates mutual respect, inclusion, and a healthy work environment.

All employees should be trained to recognize, prevent, and report behaviors that constitute harassment, sexual harassment, bullying, cyber-bullying, and threats or violence related to the workplace. Agencies are required to provide avenues for addressing complaints and holding employees accountable and to communicate how employees may access these procedures and participate in related investigations, free of retaliation.

Effective Date: 1/1/19

Supersedes:

Policy 1.80, Workplace Violence
Policy 2.30 Workplace Harassment.

Managers and Supervisors Fundamental Leadership Training

The Norfolk State University Office of Human Resources will be offering managers and supervisors Fundamental Leadership Training on a quarterly basis. The first training was held on February 13, 2019 and had 38 attendees.

This training is essential for all managers and supervisors in navigating and completing various foundational leadership responsibilities, including employee relations, progressive discipline, recruitment, timekeeping, managing employees, policy awareness, and other principles that will make you successful as a leader at the University.

Future training dates to be published soon.

The online Commonwealth of Virginia Learning Center (COVLC) is a statewide tool to make it more convenient for state employees to receive up-to-date training.

Employees, it is important that you log into your COVLC account monthly in order to keep it active.

Please click here to access the COVLC.

If you need a new account or password reset, please email Ms. Diana Tinnelle at dstinnelle@nsu.edu.
When it comes to Title IX, Norfolk State University is committed to ensuring we provide services that are Compassionate, Accountable, Responsible, Ethical, and Sensitive.

**ARE YOU A RESPONSIBLE EMPLOYEE?**

At Norfolk State University (NSU), it is important to know the answer to that question. According to NSU’s Title IX policy, all employees (except for those who work in Student Health Services and Student Counseling Services) are responsible employees.

So what does it mean to be a responsible employee? . . . . It means that you are a mandatory reporter. In other words, if you learn of a possible violation of the Title IX law, you are required to report it immediately to one of the following three individuals.

**Mr. S.T. Watkins**  
Director of Human Resources  
Title IX Coordinator  
700 Park Avenue, Norfolk, VA 23504  
Wilson Hall, Room 160  
757-823-8160 (office)  
stwatkins@nsu.edu

**Ms. Lisa M. Little**  
Equal Employment Opportunity Manager  
Deputy Title IX Coordinator for Employees  
700 Park Avenue, Norfolk, VA 23504  
Wilson Hall, Room 160  
757-823-8138 (office)  
lmlittle@nsu.edu

**Ms. Michelle Marable**  
Dean of Students (I)  
Deputy Title IX Coordinator for Students  
700 Park Avenue, Norfolk, VA 23504  
Student Services Center, Room 307  
757-451-4709 (office)  
mdmarable@nsu.edu

Title IX law prohibits sex discrimination (i.e. gender inequity, sexual harassment, sexual violence, dating violence, domestic violence, stalking, harassment, a hostile environment, etc.) in education programs and activities.

Therefore, your job as a mandatory reporter is important. It allows the University to conduct a prompt and thorough investigation so that we can maintain a positive and safe campus environment for everyone.

**SEE SOMETHING? SAY SOMETHING!**  
Thank you for your cooperation and assistance.
# DIVERSITY CALENDAR

## January 2019

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>New Year, the first day of the year according to the modern Gregorian calendar, celebrated within most Western countries. Feast Day of St. Basil, a holiday observed by the Eastern Orthodox Church, commemorating the death of Saint Basil the Great. Feast of the Holy Name of Jesus, which is celebrated in the Roman Catholic Church, commemorates the naming of the child Jesus.</td>
<td>Mahayana New Year, a holiday celebrated by the Mahayana Buddhist branch, on the first full-moon day in January. This celebration is held from the 2nd through the 4th.</td>
<td><strong>5</strong> Epiphany or Dia de los Reyes (Three Kings Day), a holiday observed by Eastern and Western Christians that recognizes the visit of the three wise men to the baby Jesus 12 days after his birth. Christmas, recognized on this day by Eastern Orthodox Christians, who celebrate Christmas 13 days later than other Christian churches because they follow the Julian calendar rather than the Gregorian version of the Western calendar.</td>
<td><strong>7</strong> Christmas, recognized on this day by Eastern Orthodox Christians, who celebrate Christmas 13 days later than other Christian churches because they follow the Julian calendar rather than the Gregorian version of the Western calendar.</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td><strong>18</strong></td>
<td>Saturday</td>
<td><strong>19</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>Bodhi Day, a holiday observed by Buddhists to commemorate Gautama’s enlightenment under the Bodhi tree at Bodh Gaya, India. Maghi, an annual festival celebrated by the Sikhs commemorating the memory of 40 Sikh martyrs.</td>
<td>The Week of Prayer for Christian Unity, during which Christians pray for unity between all churches of the Christian faith (18th through the 25th)</td>
<td>Timkat, a holiday observed by Ethiopian Orthodox Christians who celebrate the baptism of Jesus in the Jordan River on Epiphany. World Religion Day, observed by those of the Bahá’í faith to promote interfaith harmony and understanding.</td>
<td><strong>20</strong> Tu B’shevat, a Jewish holiday recognizing “The New Year of the Trees.” It is celebrated on the 15th day of the Hebrew month of Shevat. In Israel, the flowering of the almond tree usually coincides with this holiday, which is observed by planting trees and eating dried fruits and nuts. (sundown to sundown; 20th and 21st)</td>
<td><strong>21</strong> Martin Luther King Jr. Day commemorates the birth of Martin Luther King Jr., the recipient of the 1964 Nobel Peace Prize and an activist for nonviolent social change. Armenian Martyrs’ Day recognizes the genocide of approximately 1.5 million Armenians between 1915 and 1923 in Turkey (21st through 23rd)</td>
</tr>
<tr>
<td><strong>26</strong></td>
<td><strong>27</strong></td>
<td>Sunday</td>
<td><strong>27</strong></td>
<td><strong>27</strong></td>
</tr>
<tr>
<td>Republic Day of India recognizes the date the Constitution of India came into law in 1950, replacing the Government of India Act of 1935. This day also coincides with India’s 1930 declaration of independence.</td>
<td>The International Day of Commemoration to remember the victims of the Holocaust. The anniversary of the liberation of the Auschwitz death camp in 1945 and U.N. Holocaust Memorial Day. Holocaust Remembrance Day (sundown to sundown), a time to “mourn the loss of lives, celebrate those who saved them, honor those who survived, and contemplate the obligations of the living.” — Former President Barack Obama</td>
<td><strong>27</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
February is Black History Month in the United States and Canada. Since 1976, the month has been designated to remember the contributions of people of the African diaspora.

<table>
<thead>
<tr>
<th>Friday</th>
<th>1</th>
<th>Saturday</th>
<th>2</th>
<th>Sunday</th>
<th>3</th>
<th>Tuesday</th>
<th>5</th>
<th>Friday</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Freedom Day, which celebrates the signing of the 13th Amendment that abolished slavery in 1865.</td>
<td></td>
<td></td>
<td></td>
<td>Candlemas – A Christian holiday that celebrates three occasions according to Christian belief: the presentation of the child Jesus; Jesus’ first entry into the temple; and Virgin Mary’s purification.</td>
<td>St. Blaise Day (The Blessing of the Throats), the feast day of St. Blaise of Sebaste celebrated by the Roman Catholic Church and some Eastern Catholic churches. Setsubun-Sai (Beginning of Spring), the day before the beginning of spring in Japan, celebrated yearly as part of the Spring Festival.</td>
<td>Lunar New Year, one of the most sacred of all traditional Chinese holidays, a time of family reunion and celebration. Lunar New Year is also celebrated at this time in Japan, Korea, Vietnam and Mongolia. Losar, the Tibetan Buddhist New Year, a time of renewal through sacred and secular practices. (5th and 6th.)</td>
<td>Nirvana Day, the commemoration of Buddha’s death at the age of 80, when he reached the zenith of Nirvana. February 15 is an alternative date of observance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday</th>
<th>14</th>
<th>Tuesday</th>
<th>19</th>
<th>Wednesday</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Valentine’s Day, a Western Christian feast day honoring one or two early saints named Valentinus. Typically associated with romantic love and celebrated by people expressing their love via gifts.</td>
<td>Magha Puja Day, a Buddhist holiday that marks an event early in the Buddha’s teaching life when a group of 1,250 enlightened saints, ordained by the Buddha, gathered to pay their respect to him.</td>
<td>Intercalary Days, celebrated by people of the Bahá’í faith. At this time, days are added to the Bahá’í calendar to maintain their solar calendar. Intercalary days are observed with gift giving, special acts of charity, and preparation for the fasting that precedes the New Year (26th - March 1st)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When did you start working at Norfolk State University?
Mr. Cox is employed at Norfolk State University through Top Guard Security Services. Officer Cox has been with Top Guard Security for 13 years and was assigned to NSU in 2006.

What is your role at the university?
Front Desk Security Officer in the Harrison B. Wilson Hall Building.

What do you like most about your job?
I enjoy the interaction with different people; helping people. Maintaining the safety of others and providing guidance.

What do you like to do on your days off?
On my days off, I enjoy watching sports, news and religious programs on television. Also, attending different events in the community (musicals and the upcoming John P. Kee concert.)

What is your fondest NSU memory?
Receiving recognition for my work and daily service, such as the Customer Service Award and being selected as the January 2019 Employee Spotlight.

What goals have you accomplished while working at the university?
Being a good example to others on a daily basis.
### January 2019

<table>
<thead>
<tr>
<th>Monday</th>
<th>21</th>
<th>Thursday</th>
<th>24</th>
<th>Friday</th>
<th>25</th>
<th>Thursday</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY CLOSED NEW YEAR’S DAY</td>
<td></td>
<td>TIAA Ms. Lacey Fisher 9:00 am – 3:00 pm 140 H. B. Wilson Hall</td>
<td>New Employee Orientation 9:00 am – 4:00 pm</td>
<td>Virginia Credit Union Mr. Chris Woodbury 140 H. B. Wilson Hall 10:45 am – 12:15 pm Credit Union Enrollment 12:30 pm – 1:15 pm Investment Basics Brown Bag Discussion 1:30 pm – 2:15 pm Solving the Mystery of Credit Reports Brown Bag Discussion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### February 2019

<table>
<thead>
<tr>
<th>Friday</th>
<th>1</th>
<th>Thursday</th>
<th>7</th>
<th>February</th>
<th>13</th>
<th>February</th>
<th>14</th>
<th>Friday</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAGE New Employee Orientation 10:00 am – 12:00 pm</td>
<td></td>
<td>VIRGINIA 529 Ms. Brittany Bullock 140 H. B. Wilson Hall 10:00 am – 12:00 pm Walk-ins 12:30 pm – 1:30 pm Presentation VA529 Program Brown Bag Discussion 1:30 pm – 2:45 pm Walk-ins</td>
<td>Office of Human Resources 2019 Managers and Supervisors Fundamental Leadership Training Student Center, 149 12:30 pm – 1:30 pm</td>
<td></td>
<td></td>
<td>WAGE New Employee Orientation 10:00 am – 12:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### February

- Anchor Financial Mr. Andre Ridley Mr. Ivan Mattox Sr. 140 H. B. Wilson Hall 10 a.m. – noon Walk-ins (Customizable discussion) 12:30–1:30 p.m. Social Security Optimization Presentation Brown Bag Discussion 1:30–2:45 p.m. Walk-ins (Customizable discussion)