Welcome to Northern Virginia Community College!

This orientation is for Hourly P-14 employees and will prepare you for your employment at NOVA.
Orientation Agenda

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What’s on the Agenda?

- What is a P-14?
- Welcome to NOVA
- Staying Safe at NOVA
- We Are HR
- NOVA Benefits
- Information You Should Know
- Timekeeping
- What’s Next
What is a P-14?

- A P-14, also referred to as a wage/hourly employee, is an individual working on a temporary or seasonal basis, as an interim replacement, or assists with completing short-term projects.
- A P-14 employee is non-exempt and limited to working an average of 29 hours per work week.
- A P-14 has no guarantee of continued employment.
What is a P-14? (Continued)

- A P-14 is not covered by the Virginia Personnel Act, does not have tenure, and does not have a right of appeal of termination.
- A P-14 is not entitled to use the Grievance Procedure for state employees.
Welcome to NOVA!
With commitment to the values of access, opportunity, student success and excellence, the mission of Northern Virginia Community College is to deliver world-class in-person and online post-secondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.
Northern Virginia Community College (NOVA) was established in 1964.

NOVA has 6 campuses located throughout Northern Virginia.

- Alexandria, Annandale, Loudoun, Manassas, Medical Education, and Woodbridge
- 4 Additional Centers - Arlington, Extended Learning Institute (ELI), Innovation Park, and Reston

NOVA employs more than 6,000 full-time and part-time faculty and staff.
Who We Are

- NOVA is ranked as the fifth largest community college in the US.
- We are the largest community college in Virginia.
- NOVA is a part of VCCS (Virginia Community College System), which consist of 23 community colleges throughout the state.
NoVA offers more than 160 associate degree and certificate programs.

Annual enrollment is approximately 75,000 students from 180 countries.
OEM & NOVA Police: Staying Safe at NOVA
MISSION: to provide guidance, direction, and training to the College and its faculty, staff, students, and visitors in the prevention, protection, response and recovery from all incidents or events.
Office of Emergency Management (OEM)

- Responds to no-notice events
- Manages C-Cert & Warden Program
- Responsible for drills and emergency preparedness training
- Responsible for Emergency and COOP plans
- Provides recommendation to close/open or delay College for inclement weather
Emergency Procedures

- Emergency Procedures posters posted throughout campuses in classrooms/offices.
- www.nvcc.edu/emergency
Emergency Communication System used by the College

In the event of an emergency, the College will use several methods to alert personnel and students with updates and instructions.
NOVA can send alerts to cell phones and email (work and personal).

Please log in to NOVA Alert to review and update your information.

NOVA Alert: http://alert.nvcc.edu
Police Department: Staying Safe at NOVA
NOVA Police Dispatch

703-764-5000
24/7/365
NOVA Public Safety: Professionally Staffed

- **52** Virginia Commonwealth Sworn Police Officers
- **8** Dispatchers 24/7/365 44,000 calls for service
- **6** unarmed and certified security officers on campus overnight
- Supplemented by outsourced security
Our Officers

- Experienced (Have served in Fairfax, Metro, Airport, former Chief of Police)
- Speak 10 different languages
- Teach at local police academies (firearms, active shooter, and defensive tactics)
- Train with local agencies
- Write for national magazines
  - Campus Safety Magazines
Community Outreach

- Public Safety Newsletter (monthly)
- Training (active shooter, self-defense, bystander intervention, dealing with difficult people, and much more)
- Special Events:
  - DEA Drug Take-Back
  - VIN Etching
  - National Night Out
  - Lead a Community Outreach Workgroup
The Department of Education requires annual safety report.

Crimes on all campuses must be reported.

Serious crimes: homicide, sexual offenses, robbery, arson, aggravated assault, hate crimes, etc…

Also: alcohol, drugs, and weapons violations

Clery Act annual security reports:
http://www.nvcc.edu/current-students/police/college-safety/index.html
Everyone is encouraged to take the training to learn about their possible individual NOVA Clery requirements and the College’s Clery responsibilities. The NOVA 2015 Clery training covers topics include NOVA Clery policy and forms, Clery geography, Clery crimes, Clery timely warnings and emergency notifications, Violence Against Women Act (VAWA) and bystander intervention.

The Clery training is available online at:
https://www.nvcc.edu/police/clery/training.html
(Click on the Training by NOVA Clery Coordinator tab -> scroll down to the NOVA 2015 Clery Training section to access the training)
Report Crimes Using Form 105-174
Active Shooter Response

Active Shooter Tips

• If you hear gunfire, you have 3 options, based upon your specific situation:
  o *Flee* immediately if possible, this is your best chance of survival, even if the Active Shooter is nearby.
  o *Hide* in a secure location
  o *Fight* if confronted by an Active Shooter, go on the offensive and attack.

• ASAP, Call NOVA Dispatch (703-764-5000) or 911. Report:
  o Location of Active Shooter?
  o Number of Active Shooters?
  o Types of weapons?
  o Victims?

• See website for Active Shooter tips,
  http://blogs.nvcc.edu/police/2013/01/08/are-you-prepared-for-an-active-shooter-incident/
The panic button are designed to be used for situations in which a caller needs to contact the NOVA Police, but is not able to speak or is uncomfortable speaking. Examples of situations where a voice response is not feasible would include:

- Disruptive or threatening behavior
- Criminal acts in progress
- Or any other situation in which you require immediate assistance but the subject committing the act wouldn’t be able to hear the caller summoning help.
- **DO NOT** use the panic button for non-emergency calls such as access control, lost and found, or any other routine service calls.
Child Abuse And Neglect Reporting

- As of July 1, 2012, any person employed by a public or private institution of higher education must report child abuse and neglect to the Police Department.

- Failure to report within 24hrs: 1st offense up to $500; minimum $1000 for subsequent offenses. Possible Class 1 misdemeanor.
## Additional Police Services

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<th>Motorist assists</th>
<th>Access Control</th>
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<td>Lost and Found</td>
<td>Traffic Control</td>
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NOVA’s LiveSafe Mobile App

- Your free personal safety app
  - Send your location/emergency to NOVA police to facilitate police response
  - Report tips anonymously to NOVA police
  - Provide anonymous safety/security suggestions to the college police
  - Let friends/family monitor your location, so you never have to walk alone
  - Have emergency plans and information at your fingertips

- How to get the app
  - Visit the iTunes or Google Play store, depending upon your smartphone, and download the “LiveSafe” app (blue shield icon)
  - Choose NOVA from the list of schools that appear once you’ve downloaded
  - Fill in your name/contact info for (emergency use only)
Police Campus Supervisors
Central Dispatch: 703-764-5000
NovaPolice@nvcc.edu

ALEXANDRIA
SGT. Jeff Rudolph
Office: AA 240

ANNANDALE
SGT. Tony Ong
Office: CA 203

FAIRFAX
LT. John DeGurse
Office: PB 900

LOUDOUN
SGT. William Spaulding
Office: LR 267A

MEC
SGT. Kerry Haynes
Office 102

MANASSAS
SGT. Chris Ovenden
Office: HE G102

WOODBRIDGE
SGT. Debera Long
Office: WC 102
A catalyst and collaborative partner committed to advancing the Strategic Vision of NOVA. We advocate diversity and innovation in achieving exceptional results through open, effective communication that is respectful, responsive, and customer-focused.
We Are HR

- HR Administration
- Compensation & Credentialing
- Benefits, Data & Analytics
- Business Partner
- Talent Management
- HR Operations & Employee Relations
- Organizational Learning & Development
Our Commitments

- Maintaining the highest ethical and professional standards
- Providing our services with integrity and transparency
- Working as a team to develop and maintain strategic and collaborative relationships

We Are HR
Helpful Information

▪ NOVA Website → Faculty & Staff → Human Resources
  o Information about benefits, policies, forms, and handbooks
  o HR contact information
  o Links and tutorials for HR systems - HRMS, NATS, SharePoint, NOVA Academy, and employment opportunities

▪ SharePoint - an intranet site with resources and streamlined processes (sharepoint.nvcc.edu)
  o Information about HR Departments, Workflows, Contacts, FAQs, and resources for new hires and supervisors
Connect with Us!

AskHR@nvcc.edu

Main Human Resources Office
3926 Pender Dr., Suite 150
Fairfax, VA 22030

HR Business Partner on Each Campus
Alexandria Campus (AL)

Jessica Cedoz, HR Business Partner
Room: AA-185B
Phone: 703-933-8085
In 1965, Northern Virginia Technical College opened for classes with 761 students in the Carlyn Springs Road warehouse, located in Bailey’s Crossroads. To accommodate an ever-growing student body, the college purchased 78 acres in Annandale in 1966 to build the first campus site. The following year saw the opening of the new building on the Annandale campus and the purchase of three more campus sites in Sterling, Manassas and Woodbridge. In 1969, the college purchased 22.5 acres in Alexandria for $450,000.

Originally known as the Eastern Campus, the Alexandria Campus began construction of the Bisdorf Building in 1971. In the summer of 1973, classes were moved from the original Bailey’s Crossroads warehouse to the Alexandria Campus. By the fall quarter, more than 6,000 students were registered for classes.

Today, the Alexandria Campus has the second-highest enrollment at the college and boasts four buildings, including the Rachel M. Schlesinger Concert Hall and Arts Center, which opened in the fall of 2001. The campus offers more than 70 programs and degrees, including nine foreign languages and an ESL program.
The Annandale Campus is the largest NOVA campus site as it sits on 78 acres and has 15 buildings, including classroom buildings, a gymnasium, theater, greenhouse, as well as the Ernst Community Cultural Center and a new Student Services building.

The Annandale Campus offers a variety of academic programs, continuing education classes, events and campus facilities to more than 23,000 students each year.

Among the more distinctive programs offered at Annandale are the Fire Science program offered through the Business and Public Services Division, the Human Resource Management Certificate Program offered through Workforce Development and the certificates in General and Advanced Forensic Investigation.
Loudoun Campus (L0)

Radina Mileva, HR Business Partner
Room: LR-220
Phone: 703-948-2797
The Loudoun Campus provides a variety of academic programs, continuing education classes, events and campus facilities to more than 11,000 students each year since 1974. Located in one of the nation’s fastest growing areas, the Loudoun Campus consists of 9 buildings including the new, state-of-the-art Learning Commons building, Waddell Theater and Art Gallery, and two off-campus sites – Signal Hill and The Reston Center.

The campus features also a veterinary teaching hospital, a commercial grade greenhouse and an interior design resource library.

Among the more distinctive programs offered at Loudoun are Veterinary Technology, Horticulture and Biotechnology programs offered through the Natural and Applied Science Division and Geographic Information Systems, Music Recording Technology and Communication Design programs offered through the Communication and Human Studies Division.
Manassas Campus (MA)

Yvonne Carey, HR Business Partner
Room: MC-330A
Phone: 703-530-3054

NOVA invites you to explore all of the opportunities we have available for you.
The Manassas Campus offers a variety of academic programs, continuing education classes, events and campus facilities to more than 10,000 students each year.

Located next to Manassas National Battlefield Park, site of the first major battle of the American Civil War, the campus boasts seven classroom buildings. The campus is home to the Mary Louise Jackson Amphitheater, which is a fully equipped professional venue, as well as the 120-seat Colgan Theater, and Innovation Park.

Manassas remains one of the smaller campuses, offering its students intimate class sizes and more personal attention.
Medical Education Campus (MEC)  

Kathy Naidamast, HR Business Partner  
Room: HE-203E  
Phone: 703-822-2018
In the fall of 2003, in response to the strong demand for qualified health care professionals, the college opened the Medical Education Campus in Springfield, Va.

Known as the first specialized community college campus in the Commonwealth of Virginia, the Medical Education Campus meets the needs of college students interested in the health care profession, as well as offers courses to interested high school students and current health care providers seeking to expand their knowledge.

Today, the Medical Education Campus offers 11 health-related Associate Degree programs and 6 certificate programs. The MEC also features state-of-the-art classrooms and laboratories, dental clinics, a clinical practice site for nursing and allied health students, and a Simulation lab for Occupational Therapy.

The Medical Education Campus is part of NoVaHealthFORCE.
Woodbridge Campus (WO)

Norrell Meeks, HR Business Partner
Carolyn Mitchell, HR Business Partner
Room: WS-431
Phone: 703-878-4579
To accommodate an ever-growing student body, the college purchased 109 acres in Woodbridge, Prince William County, in 1967 to build one of six permanent campus sites.

Originally known as the Southern Campus, Woodbridge first offered classes in the fall of 1972. Today, the Woodbridge Campus offers four classroom buildings, sports fields and courts, a gorgeous on-campus lake and the Woodbridge Campus Theater.

Woodbridge is devoted to education. This commitment is evident in the variety of existing certificates and degrees, the NOVA Gold and other first-student programs, and the courses offered to local and regional businesses and employees. Among the more distinctive of these programs are the Air Conditioning and Refrigeration program through the Natural Science and Mathematics Division, the Web Development courses via the office of Continuing Education and Workforce Development and the English as a Second Language program through the Communication and Humanities Division.
NOVA P-14 Benefits
The College will make payroll deductions for tax-deferred annuities of participating companies (MetLife, AIG-VALIC, TIAA-CREF).

The employee or the participating company pays an administrative fee.

Fill out and submit the NOVA Salary Reduction Agreement Form 105-097 to initiate the payroll reduction AFTER setting up a 403(b) account with a participating vendor.

Maximum annual contribution under 50: $18,000; Over 50 - $24,000.

No Time Period for Enrolling.

403(b) vendors

VALIC: https://www.valic.com
TIAA-CREF: https://www.tiaa-cref.org
MetLife: https://www.metlife.com
Deferred Compensation Plan 457

- This plan is a defined contribution pension plan where the participant assumes the investment risk.

- There is a restrictive hardship withdrawal provision

- Maximum annual contribution under the age of 50: $18,000; over 50: $24,000

- Enroll by completing the Wage Enrollment Form found at www.varetire.org/457 or by calling 1-877-327-5261 – No time period for enrolling

457 Vendor: ICMA-RC
www.varetirement.org/dcp.html
The Virginia Worker’s Compensation Act covers injuries and illnesses that arise specifically as a result of an individual's job duties or while on official College business.

Accidents must be reported immediately to your supervisor to ensure coverage.

If medical attention is required, a list of panel physicians is provided to the employee. Any unauthorized medical treatment will not be covered.

All payments for injuries and illnesses are considered to be in a pending status until a compensability decision is given.

Worker’s Compensation Procedures
https://www.nvcc.edu/hr/workerscomp.html
Family & Medical Leave

- P-14 employees are eligible for leave under FMLA if they have been employed at the College for at least 12 months and have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave.

- Eligible P-14 employees may take up to 12 work weeks of unpaid family or medical leave in a calendar year for the following reasons:
  - the birth of a child (to be taken within 12 months of the child’s birth);
  - the placement of a child with the employee for adoption or foster care (to be taken within 12 months of date of placement);
  - in order to care for a child, a dependent son or daughter over 18 years of age who is incapable of self-care because of a mental or physical disability, a spouse, or a parent who has a serious health condition that involves:
    - in-patient care in a hospital, hospice, or residential medical care facility;
    - continuing treatment by a health care provider;
    - serious personal health condition that renders the employee unable to perform the functions of his or her position; or
  - military family leave.
Actual hours taken will be counted on a pro-rated basis corresponding to the percentage of hours P-14 employees normally are scheduled to work during the 365-day period prior to the date Family & Medical Leave is scheduled to begin.

P-14 employees who participate in a deferred compensation plan, retirement contributions will not be made for any pay period in which no qualifying compensation has been received by the employee.

Employees may take intermittent leave or work a reduced schedule with the approval of their supervisor.

DHRM Policy 4.20: Family and Medical Leave
Six credits/semester maximum (applies to NOVA credit courses only)

Passing grade of “C” or better

Course should be job-related during first 6 months

Any NOVA credit course eligible after 6 months of employment with approval of supervisor

Complete Education Assistance Request (form: NOVA 105-043A for a NOVA credit course request) and follow instructions listed on the form

Workforce Development courses are not included
Electronic timesheets allow for quick and efficient payroll processing.

The HRMS Self-Service section allows you to:

- Submit time
- Review absence requests (P-3 staff and faculty only)
- Monitor available leave time (P-3 staff and faculty only)
- Update personal information

P-14/Student Hire/Work Study employees must record hours worked in HRMS.

HRMS - https://nvcc.my.vccs.edu
NOVA participates in the Commonwealth direct deposit system.

- Allows for the use of multiple checking/savings accounts for deposits.
- When utilizing multiple accounts, pay can be allocated by dollar amounts, not percentage amount.
- Utilize the 105-027, Direct Deposit Authorization form to initiate any changes. Forms are processed directly through the Payroll Department.
- Earning Statements and W-2s are available online through Payline.

**Payline**

https://payline.doa.virginia.gov/
(State ID required for registration)

Payroll information can be found at:
http://www.nvcc.edu/controller/payroll/index.html
P-14 staff are eligible for 1 free hangtag per semester.
Faculty/Staff Parking is in “A” lots.
NOVACard allows access to parking garages.
Parking permits are required 7 days a week, unless using pay parking.
As a P-14 you are responsible for registering for your permits through the Parking Services office on your campus.

Parking Services
http://www.nvcc.edu/parking
State Employee Discounts

- **Examples of Discounts:**

  - **Hotels**
    - Great Wolf Lodge
    - Wyndham Hotels
  - **Car Rentals**
    - Enterprise
  - **Entertainment**
    - Sea World
    - Walt Disney World
    - Colonial Williamsburg
  - **Health & Fitness**
    - Fitness Center Memberships
    - Weight Watchers
  - **Education & Financial Services**
    - University of Phoenix
    - Huntington Learning Center
    - Apple Federal Credit Union
    - Virginia Credit Union
  - **Cell Phone Plans**
    - AT&T
    - Verizon
    - Sprint

[State Employee Discounts](http://www.dhrm.virginia.gov/employeediscounts.html)
NOVA Employee Discounts

- Receive Discounts as a NOVA employee on IT-related products and services.

- **Computers**
  - Apple
  - Dell
  - HP

- **Software**
  - Free Anti-Virus
  - Free Anti-Spyware
  - Discount on Microsoft Home Office
  - Discount on Adobe products

Employee Discounts

http://www.nvcc.edu/about-nova/directories--offices/administrative-offices/ithd/faculty/index.html
Receive Discounts of up to 40% on a nationwide selection of online and store brands.

Student Advantage Costs:
- 1 year subscription = $20.00
- 2 year subscription = $30.00
- 3 year subscription = $40.00

A Sample of Discounts Available:
- Greyhound – 20% Off Standard Fares
- Lenovo ThinkPad – SAVE up to 35%
- Choice Hotels – 15% OFF room rates
- Foot Locker - $10 OFF purchase of $50
- Amtrak – SAVE 15% on Rail Fares
- AMC Theaters – Up to 40% OFF pre-paid tickets

Student Advantage
www.studentadvantage.com/nova
Information You Should Know
Login to NATS to find your ID numbers.

You will need your State ID to access NOVA Academy and Payline.

You will need your Employee ID to access HRMS system for time entry.
Follow the instructions to register for NOVA Academy.

Here you will find numerous online required trainings as well as courses and trainings for professional development.

https://covke.virginia.gov/nvcc/
Find links to our e-Services on the HR website page.

Utilize the HRMS system to submit timesheets and update personal information.

http://www.nvcc.edu/hr/e-services.html
Payroll Information and Due Dates

Payroll Due Dates for P-14s

Additional Payroll Information can be found at:

http://www.nvcc.edu/controller/payroll/index.html
Payline Information

- Pay stubs, deductions, and W-2s are available online through Payline.

- Register for Payline at https://payline.doa.virginia.gov
  - You will need your State ID to register
  - Once registered, you will receive a temporary password via email to your nvcc.edu account

- Under Your Pay Stub page explains the earnings and deductions shown on your paycheck, available at http://www.nvcc.edu/controller/payroll/paystub.html
What’s Next..
Meet Your HR Business Partner

- Alexandria – Jessica Cedoz
- Annandale – Cherelle Faust
- College Staff – Jennifer Grant
- Loudoun – Radina Mileva
- Manassas – Yvonne Carey
- Medical Education – Kathy Naidamast
- Woodbridge and Workforce Development – Norrell Meeks and Carolyn Mitchell
“You Should Know” document is a helpful tool for any new employee here at NOVA.

Sick and vacation days referred on the “You Should Know” document are applicable to P-3 staff and faculty only.

The document can be found at: https://sharepoint.nvcc.edu/A/HR/Shared%20Documents/What%20you%20should%20know.pdf.
Have Questions?

AskHR@nvcc.edu

We are here to assist you!
Welcome to the NOVA Team!!!