



# Division of Human Resources

New Faculty Welcome

Bryan Garey

Vice President for Human Resources



## ■ Our Mission and Vision

**Our Mission:** We claim our role in fostering an inclusive and engaged culture of excellence that enables Virginia Tech employees to serve as a force for positive change in a world without boundaries.

**Our Vision:** We will innovate to serve Virginia Tech as a best-in-class partner by providing:

- **Strategic services** that enhance the university's ability to attract, retain, and develop talent.
- **Consultative services** that create workplace solutions through strengthened collaboration.
- **Administrative services** that deliver simple, timely, and accurate HR processes and information.



# Organizational Chart

## VICE PRESIDENT FOR HUMAN RESOURCES

Bryan Garey

### ADMINISTRATION

Marie Bliss

Benefits

New Employee  
Orientation

Employee  
Administration

Records  
Management

Facilities

Service Center

HR Applications

Retirement

Leave

Workers'  
Compensation

### CENTRAL SUPPORT

Susan Hughes

Change  
Management

NEC Space  
Management

Conviction  
Checks

Policy &  
Compliance

Employee  
Recognition  
Events & Awards

Student/Intern  
Programs

Finance

### CONSULTING & STRATEGIC SERVICES

Curtis Mabry

Division Directors  
*See list below*

Reporting &  
Analytics

HR Generalists

Strategic  
Partnerships

### PROJECT MANAGEMENT & PROCESS IMPROVEMENT

Tricia Simpson

Strategic Project  
Leadership

Lean Process  
Analysis &  
Improvement

### TALENT

Sandee Cheynet

Communications

Hokie Wellness

Compensation

Onboarding

Dual Career  
Recruitment &  
Retention

Talent  
Acquisition

Employee  
Relations

Talent  
Development

### DIVISION DIRECTORS

- Marlesa Adams: Innovation Campus & DC Metro Area
- Stephanie Brown: College of Agriculture & Life Sciences
- Sandra Burks: Research & Innovation
- Steve Filipiak: Senior Vice President & Chief Business Officer
- Roslyn Garrison: College of Science
- Dan Taggart: President's Office
- Leah Taylor: Executive Vice President & Provost
- Patricia Wooten: Advancement
- Vacant: College of Architecture, Art, & Design
- Vacant: Information Technology
- Vacant: Student Affairs



**HUMAN RESOURCES**  
VIRGINIA TECH.

July 2022

## ■ Available Services

- Benefits
- Compensation
- Conviction Checks
- Dual Career Recruitment and Retention
- Employee Relations
- Hokie Wellness



## ■ Available Services

- HR Service Center
- Leave
- New Employee Orientation
- Onboarding and Offboarding
- Retirement
- Talent Development
- Workers' Compensation





# ■ Systems and Projects

## Systems:

- Applicant tracking
- Customer service tracking
- Flexible Work Arrangements
- Learning Management
- New Hire Center
- Onboarding portal
- Performance Management

## Key projects:

- Future of Work
- Job architecture
- Onboarding enhancements



## ■ Website Resources

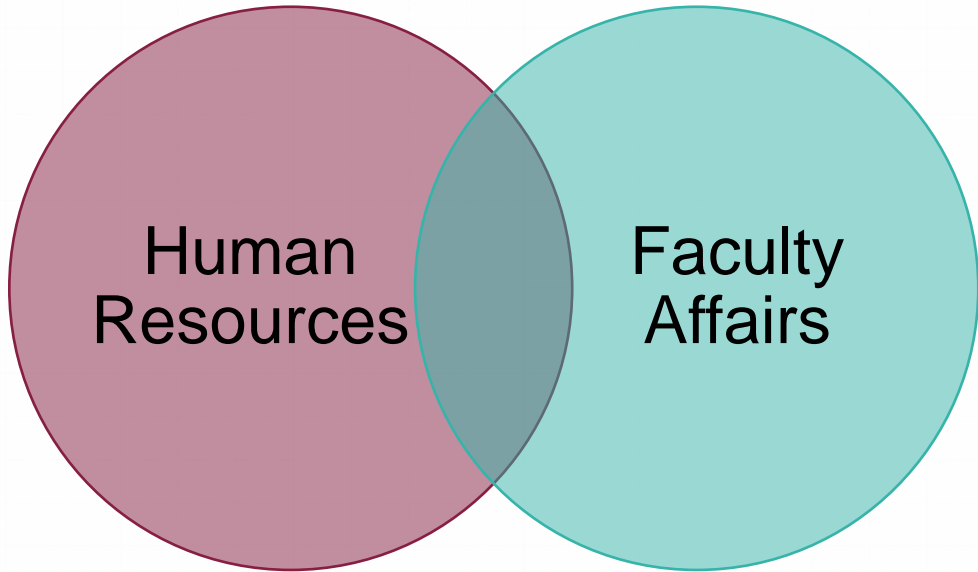
- **Benefits:** [hr.vt.edu/benefits](https://hr.vt.edu/benefits)
- **Hiring and Employee Transactions:** [hr.vt.edu/hiring-employee-transactions](https://hr.vt.edu/hiring-employee-transactions)
- **Hokie Wellness:** [hokiewellness.vt.edu](https://hokiewellness.vt.edu)
- **Human Resources:** [hr.vt.edu](https://hr.vt.edu)
- **Jobs:** [jobs.vt.edu](https://jobs.vt.edu)
- **Ready Resources for Employees:** [hr.vt.edu/resources0](https://hr.vt.edu/resources0)
- **Talent Development:** [hr.vt.edu/talent-development](https://hr.vt.edu/talent-development)



## ■ Partnership with Provost Office

Example areas where partnership is critical:

- Policies
- Benefits
- Recruitment practices
- Compensation philosophy
- Flexible work options







# Hokie Wellness

Ana Agud

Manager Work/Life Program



## ■ Hokie Wellness Mission

**Our Mission:** To foster a healthier Virginia Tech community by providing prevention services, education, outreach, and resources to employees and students.



## ■ Work + Life Resources

- Discounts
- Lactation rooms
- Child care, elder care, and pet care resources
- Student list for part-time and temporary work
- Flexible Work Options
  - Telework/Remote
  - Alternative work schedules



## ■ Employee Assistance Program (EAP)

- All benefitted employees, their dependents, and household members are eligible.
- Receive four free counseling sessions per issue annually (in-person and virtual options)



## ■ EAP Contacts

Anthem: COVA Care, COVA-HDHP

- 1-855-223-9277 or [www.anthemEAP.com](http://www.anthemEAP.com)
- LiveHealth Online: [www.lifehealthonline.com](http://www.lifehealthonline.com)

Aetna: COVA HealthAware

- 1-888-238-6232 or [www.mylifevalues.com](http://www.mylifevalues.com)

Kaiser Permanente HMO

- 1-866-517-7042 or <https://www.achievesolutions.net/achievesolutions/en/kaiser/Home.do>

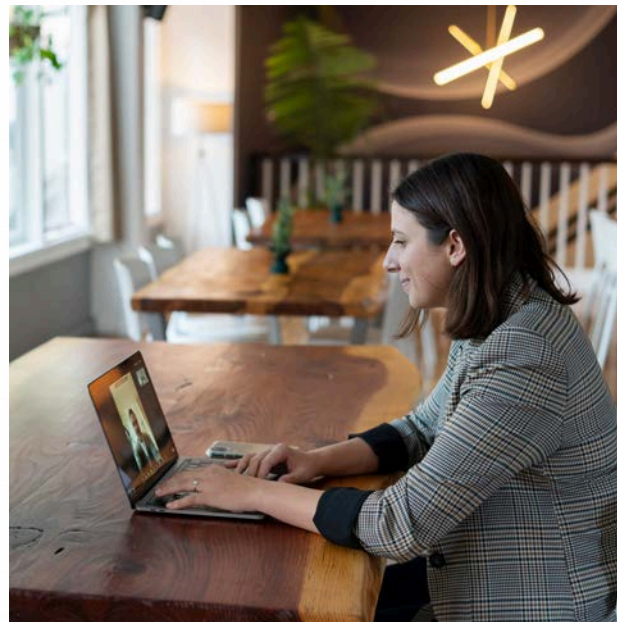
Optima Health Vantage HMO

- 1-866-846-2682 or [www.optimahealth.com/cova](http://www.optimahealth.com/cova)



## ■ Additional EAP Benefits

- Legal and financial services
- MyStrength
- Identity monitoring and recovery
- Member website resources
  - Free legal forms
  - Professional development
  - Adoption information
  - Adult and child care provider search
  - Financial calculators



## ■ Local Support Resources

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Psychological Services Center at Virginia Tech

- 540-231-6914

Women's Center at Virginia Tech

- 540-231-7806

New River Valley Community Services

- 540-961-8400

Family Therapy Center of Virginia Tech

- 540-231-7201

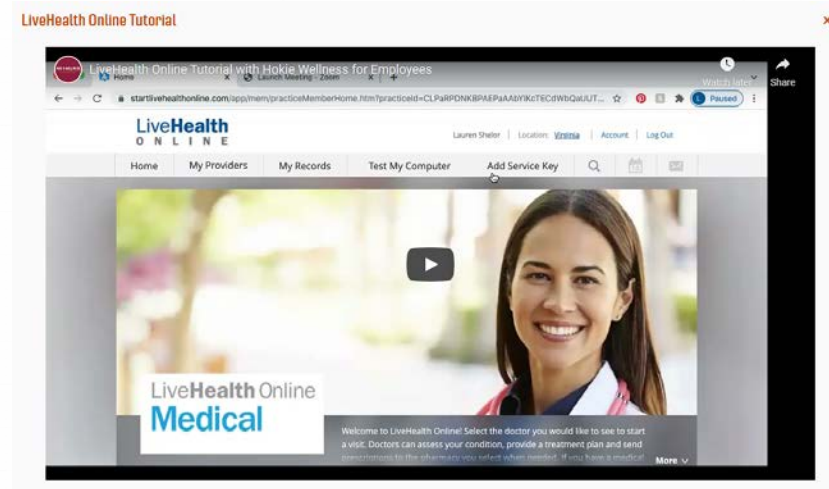
## ■ Hokie Wellness Programming

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- Healthy Hokie Habits
- Resiliency workshops
- Mindfulness
- Koru Mindfulness
- Healthy nutrition
- Financial wellness
- Hokie Wellness Walking Club (using Strava app)
- Mental Health First Aid
- Customized programs by request

## ■ Employee Wellness On Demand

- Hokie How-to: Nutrition
- Virtual Learning Center
- On Demand Videos/ Podcasts
- Articles and useful resources



# ■ Hokie Wellness Distress Guide

## Spectrum of Distress

*Be mindful of approaching each interaction with authenticity and non-judgement.  
Please see campus resources on reverse side for student referrals.*



May Look Like



May Sound Like



What you can do



What you can say



Where to refer

### Manageable Stress

Student has a reasonable amount of stress and reports engaging in effective self-care strategies.

"I've been pretty stressed, but finding time to exercise has made things feel more manageable."

### Mild Distress

Student shows early signs of poor performance, inconsistent attendance to class / meetings, some difficulty managing tasks.

"I'm just feeling a bit overwhelmed right now," or "I'm juggling a lot on my plate."

### Moderate Distress

Student shows signs such as continuous inability to complete tasks, inappropriate emotional responses, or poor communication.

"I just can't do this. Could I have another extension?" or "I'm just struggling to get it together."

### Acute Distress

Student shows signs of complete withdrawal or hopelessness. Student expresses direct threat to themselves or others.

"I don't want to be here anymore, it's not worth it," or "Everyone would be better off without me."

## Action Steps

Foster a supportive relationship with student. Ask about their school-life balance & self-care practices. Put resources in your syllabi.

"How have you been feeling lately?" or "How are you carving out time to care for yourself?"

Provide general information about wellness resources such as Hokie Wellness workshops or campus support groups.

Normalize challenges & validate. Ask about stressors and collaboratively identify helpful self-care practices. Document interaction.

"That sounds difficult. What are some things you can do in the coming days to feel a sense of balance?"

Connect student to support groups & workshops that help build stress management skills through Hokie Wellness or Cook Counseling.

Ask clarifying questions. Use active listening skills to identify stressors & barriers. Affirm students' strengths. Identify a realistic step together. Follow up.

"I can see how hard you've been trying to manage it all," or "You said you've been struggling lately, tell me more about what's been going on. I want to help."

Refer student to Cook Counseling or Dean of Students in Non-Emergency cases. Additionally, a campus support group may be appropriate.

Calmly voice your care & concern. Know your limits. Do not guarantee confidentiality. Remain with them until they're connected to help.

"I hear that you're hurting right now & I care about you. Getting help can feel scary; we could call Cook together to talk to someone?"

Call Cook with student & communicate acute concerns. If student refuses and/or you are unsure of next steps, you can call Dean of Students to consult.

**If a student poses an immediate danger to self or others, please call 911 or VTPD.**

VT HOKIE WELLNESS UNDERSTANDING STRESS AND RESILIENCE VT DEAN OF STUDENTS SPECTRUM OF DISTRESS ADAPTED IN PART FROM ACTIVE MINDS AND THE JED FOUNDATION

## Assisting Students in Distress

*This guide provides contacts to be used at any level of distress; resources in red are specifically for crises. Distress & well-being are multidimensional, so the resources considered should be as well. Stress is influenced not only by academics, but experiences with mental illness, financial difficulties, relationships, sexual violence, substance use, identity, & more.*

Virginia Tech Police	provides campus security and conducts wellness-checks on students in need	Emergency: 911 Non-Emergency: 540-231-6411	<a href="https://police.vt.edu">police.vt.edu</a>
Dean of Students Office	provides support, conducts follow-ups, and determines intervention during crisis	<b>540-231-3787</b> After hours call VTPD non-emergency line	<a href="https://dos.vt.edu">dos.vt.edu</a>
Cook Counseling Center	offers non-appointment crisis counseling, individual and group counseling, & identity-based support groups (note: cannot reach out to students / mandate services)	<b>540-231-6557</b> Main office line and after hours line	<a href="https://ucc.vt.edu">ucc.vt.edu</a>
Women's Center	support for anyone impacted by gender-based harassment or violence	<b>540-231-7806</b>	<a href="https://womenscenter.vt.edu">womenscenter.vt.edu</a>
Title IX Coordinator	receives & conducts follow-ups on complaints of sexual misconduct and violence	<b>540-231-2010</b>	<a href="https://stopabuse.vt.edu">stopabuse.vt.edu</a>
Services for Students with Disabilities	provides accommodations and services to students on a case-by-case basis	<b>540-231-3788</b>	<a href="https://ssd.vt.edu">ssd.vt.edu</a>
University Scholarships and Financial Aid Office	provides short-term loans for emergencies or changes in financial situations	<b>540-231-5179</b>	<a href="https://finald.vt.edu">finald.vt.edu</a>
Hokie Wellness	offers support groups, skill-building workshops, & consultations for mental, physical, & financial well-being (includes substance use support)	<b>540-231-2233</b>	<a href="https://hokiewellness.vt.edu">hokiewellness.vt.edu</a>
Advising: Navigate Referral Guide	guide of campus offices (& their services) that can be found in the Navigate referral system	<b>540-231-9337</b>	<a href="https://advising.vt.edu/navigate-referral-guide">advising.vt.edu/navigate-referral-guide</a>

**If a student poses an immediate danger to self or others, please call 911 or VTPD**  
For a full list of mental health and other Virginia Tech wellness related resources visit: [well-being.vt.edu](https://well-being.vt.edu)  
To access the most current version of this guide visit: [hokiewellness.vt.edu/distressguide](https://hokiewellness.vt.edu/distressguide)

<https://hokiewellness.vt.edu/Employees.html>



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## ■ Hokie Wellness Monthly Newsletter

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- Sign up to receive the monthly newsletter for updates, new information, and upcoming programs.
- Email [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu) to be added to the list.

## ■ Contact Hokie Wellness!

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- North End Center, Suite 2300 (0318)  
300 Turner Street NW
- Hours: 7 a.m. - 5 p.m.
- Phone: 540-231-8878
- Fax: 540-231-3830
- Email: [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu)



# Talent Development

Sarah Dreier

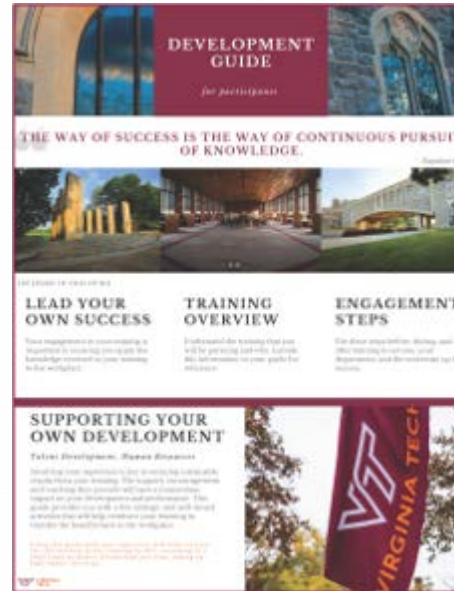
Talent Development Specialist



# Professional Development Resources

## Talent Development

- Development Action Plan
- Participant Guide
- Supervisor Coaching Guide

The image shows a 'DEVELOPMENT ACTION PLAN' form. The top section has a header 'VIRGINIA TECH TALENT DEVELOPMENT' and 'DEVELOPMENT ACTION PLAN'. Below this is a photograph of a road leading towards a sunset. The text reads: 'A development action plan is a guide to help you focus on your individual goals and career aspirations for the future.' The form includes fields for 'NAME', 'DEPARTMENT', 'CURRENT TITLE', 'EMAIL', and 'DATE'. To the right of these fields is a quote: 'A GOAL SHOULD SCARE YOU A LITTLE AND EXCITE YOU A LOT.' Below the fields is a section for 'CAREER GOALS' with the prompt 'HOW WOULD YOU WANT TO GO? WHAT WILL YOUR DREAM JOB BE?'. This section is divided into 'SHORT TERM (NEXT 1-3 YEARS)' and 'LONG TERM (NEXT 3-5 YEARS)', each with a 'KNOWLEDGE, SKILLS, ABILITIES / WILL NEED' column. The form is designed with a purple and white color scheme.

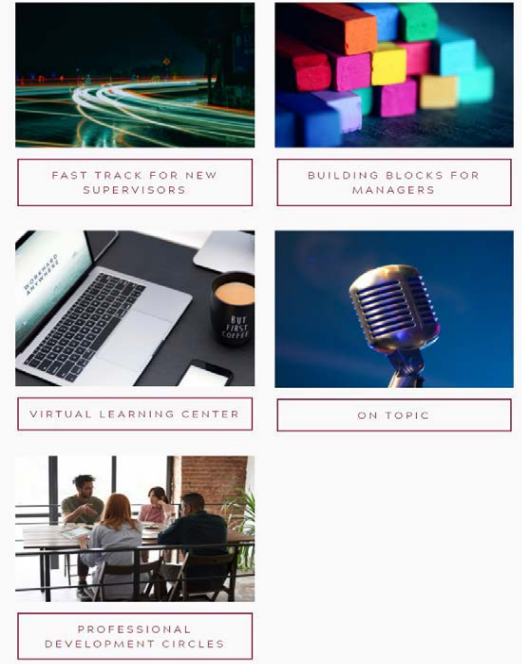
# ■ Talent Development Programs

## Fast Track for New Supervisors

- Five Modules
- Self-Paced and Blended-Learning formats

## Virtual Learning Center

- Learning
- Leading
- Working
- Micro-Learning





# ■ More Professional Development Opportunities

[training.vt.edu](https://training.vt.edu)

- PageUp LMS
  - Required Trainings
  - VT Training (info-968@mail.pageuppeople.com)
- TLOS: Technology-enhanced Learning and Online Strategies
- LinkedIn Learning
- InclusiveVT Insights
- Ombuds Blog



# ■ Continuous Education Resources at Virginia Tech

## Tuition Waiver

- Credit hours per year:
  - Full-time employees: 12
  - Part-time employees: 6
- Upon enrollment

## Tuition Reimbursement

- Uses departmental budget after passing classes

[hr.vt.edu/benefits/discounts/continuing-education/tuition-assistance](https://hr.vt.edu/benefits/discounts/continuing-education/tuition-assistance)

*Must meet all requirements*



# Contact Us!

North End Center, Suite 2300 (0318)  
300 Turner Street NW

Hours: 8 a.m. - 5 p.m.

Phone: 540-231-9331 Fax: 540-231-3830

Email: [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu)