Classified Employee Handbook

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From Human Resources

I'd like to personally welcome you to James Madison University. It's an exciting time for us as we look to the future and continue to grow, adapt, and respond to the needs and dreams of our employees, our community, our students and the many partners we have around the country and the world!

James Madison University provides many opportunities for personal and professional growth, and the Human Resources office is here to help you navigate through your employment and assist however we are able.

This handbook is one way for us to provide information that is relevant to your employment with JMU. You can also find many helpful resources on our website. Our office is located at 752 Ott Street in the Wine-Price building and we are glad to serve you there in person as well. The Human Resources direct phone number is (540) 568-6165.

JMU is recognized nationally for many things: academic quality, teaching excellence, student retention, graduation rates, community engagement, environmental and social responsibility, athletics and campus beauty and hospitality. Recognition like this happens, in large part, because of the dedicated people who work here… people like you.

Again, welcome to James Madison University.

Diane Yerian
HR Director

Introduction

Human Resources compiled information on personnel matters frequently of interest to James Madison University's employees. Questions relating to your department should be directed to your immediate supervisor. Questions relating to university and/or Commonwealth of Virginia policies and other personnel matters should be directed to Human Resources at (540) 568-6165 or researched on the HR website.

Visit the University Policies website to research policies that have a broad impact on the university's people and processes.

This is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in Employee Handbook may be changed by the university and/or the Commonwealth of Virginia without notice.

HR Communications

We want you to be connected and informed:

- ✓ HR's website is filled with information for your employment satisfaction.
- ✓ You will receive monthly emails with your link to HR Updates or HR Horizons. Both are employee-centered, electronic newsletters.
- ✓ Join the conversation on Twitter @JMUJobs and HR's LinkedIn group at http://www.linkedin.com/groups/JMU-Human-Resources-8118415.
- ✓ Follow us on Facebook.
- ✓ If you are an administrative assistant or administrator, join the HR-ALERTS-FOR-ADMINS-L mailing list to receive timely announcements and need to know information.

Wondering who to call with specific questions? See Service Contacts for a list of HR services provided and the primary contact person for that service.

Our Mission
Human Resources is dedicated to customer service, a positive approach to change and the pursuit of excellence that promotes university and individual success.

Full-time, Classified Employment

New Employee Orientation JMU Policy 1323

New Employee Orientation, Phase One, familiarizes new full-time classified employees with their benefits and provides an opportunity for networking. New employees also learn about key university policies, the performance evaluation process for classified

employees, and the difference between probationary and non-probationary employment.

New Employee Orientation, Phase Two, familiarizes new employees with the culture of the JMU community and the fringe benefits that are available to its employees.

Probationary Period JMU Policy 1322

Employees who are hired/re-hired into a classified position must serve a 12-month probationary period effective from the date of employment/re-employment. Employees who have completed a probationary period during their current employment, and who begin a new classified position with no break in service, are usually not required to serve a new probationary period.

The normal probationary period is 12 months; however, it can be extended for up to 18 months for performance reasons, if an employee is absent for an extended period of time, or if an employee moves to another position within the last six months of the 12-month period.

The probationary period is an introductory period of employment that allows the employee and JMU to determine if the employee is suited for the job. During the probationary period, employees may be terminated at the pleasure of the university, without access to the State Grievance Procedure.

Probationary reviews are conducted at three, six, and nine months, and three weeks prior to completion of the probationary period. Employees may be rated as a Contributor or Below Contributor during their probationary period.

Salary increases for performance (merit increases), *if funded*, are effective November 25 of each year. The percentage of increase is based on the employee's most recent Probationary Progress Review rating and funding by the General Assembly.

Any employee, including a probationary employee, who claims that termination, or other disciplinary action, was based on age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status may file a discrimination complaint with JMU's Office of Equal Opportunity or the Department of Human Resource Management.

Employee Work Profile (EWP)

There are three components to the Employee Work Profile (EWP):

The position description identifies the essential core responsibilities and measures of the position. Core responsibilities are the job duties that are important to the type of work performed by an employee and remain relatively consistent during the

performance cycle. Measures are observable performance and behavioral outcomes that define success. The position description also identifies any special assignments for the employee and communicates overriding departmental values expected for all department employees. The employee's supervisor creates the position description in PositionLink when a new position is established. It is updated by the supervisor when a new employee is hired into the position, and when job duties and responsibilities change. It is also reviewed for accuracy throughout the year and should be updated any time there are changes to the job. It is common to update the position description during the performance evaluation process.

Creation of an Individual Professional Development Plan (IPDP) is the second component. The employee and the supervisor use this form to record the employee's current training desires, and short and long term career goals. It is a written plan for developing knowledge, skills and competencies that support both the organization's objectives and the employee's needs and goals.

The third component is the annual performance evaluation. The assessment of performance form is used for both the employee self-evaluation and the annual performance evaluation.

Performance Evaluation Process

Formal performance evaluations serve as an effective feedback tool to help the employee identify performance strengths and areas in need of further development. It may also enhance communication between employees and supervisors. The performance review period for non-probationary, classified employees is an annual cycle and runs each year from October 25 to October 24.

Supervisors review position descriptions at the beginning of the performance cycle. The position description is the basis for evaluating employee performance throughout the entire performance cycle.

The supervisor rates the employee's performance toward the end of the review period by comparing actual performance to the measures indicated in the position description. Non-probationary employees receive an overall performance rating of Extraordinary Contributor, Contributor, or Below Contributor.

Salary increases for performance (merit increases), *if funded*, are effective November 25 of each year. The percentage of increase is based on the overall performance rating and funding by the General Assembly.

JMU Job Opportunities

Classified employees may apply for any posted vacancy at the university. Promotional opportunities are those that involve a competitive selection process resulting in the employee’s movement to a different role in a higher pay band. Lateral opportunities are

those that may involve a competitive selection process and result in the employee's movement to the same or different role in the same pay band. Visit JobLink for a list of vacant positions. Contact a Recruitment Specialist for assistance with the application process.

State Job Postings

Virginia Jobs provides information about current job vacancies with the state system. All state agencies list vacancies with Virginia Jobs for a minimum of five consecutive workdays, not counting Saturdays and Sundays.

Outside/Additional Employment

In accordance with the Standards of Conduct and Performance for Classified Employees JMU Policy 1317, employees are expected to obtain approval from their supervisor prior to accepting outside employment. Also, in accordance with Conflict of Interest JMU Policy 1106, no JMU employee or officer shall accept any business or professional opportunity when that employee or officer knows that there is a reasonable likelihood that the opportunity that is being afforded will influence him or her in the performance of his or her official duties.

JMU Identification Card (JACard)

The James Madison University Access Card (JACard) is the employee's official JMU identification card. With this card, employees will have access to university recreational facilities, computer labs, libraries, cultural events, as well as your key to your office/building. Personal FLEX Accounts may be used to access goods or services including campus vending machine products, campus dining facilities, and ticket purchases for athletic events, as well as to make purchases at many retail locations on and off campus. Employees may deposit money into a declining balance FLEX Account by payroll deduction, in person at the Student Success Center location and online using a credit card. To obtain a card, visit Card Services on the 2nd floor of the Student Success Center. For information, visit Card Services website, www.jmu.edu/cardctr or call (540) 568-6446 for assistance.

MyMadison (Employee Self-Service)

A link to MyMadison, your gateway to JMU web information, is located in the Login section under the Faculty and Staff link on JMU's main website, www.jmu.edu. After logging in, you may access a tutorial which explains the different ways you can customize your pages in MyMadison with your most frequently used links and resources. Depending on your affiliation with the university, you may also see a Student tab, Faculty tab, or Advisor tab, in addition to the Employee tab.

From the Employee tab, you are able to access the university's online pay, leave entry and personal information systems to:

- view 1500-hour information
- add or edit leave requests
- view leave balances and history
- view pay advice and other compensation
- complete/change tax forms and direct deposit forms
- enroll in training
- view training summary
- include a nickname
- update home address
- update office/campus directory and emergency contact information
- disclose veteran status
- disclose a disability
- request university emergency cell phone notification
- maintain a personal record of learning and development achievements

Direct Deposit, Deductions and Pay

As a condition of employment, employees must participate in JMU's direct deposit program. Pay is automatically deposited into a maximum of four accounts at the financial institution(s) of the employee's choice. Additionally, employees may view their pay information via MyMadison, JMU's Employee Self Service system.

The following items, if applicable, must be deducted from an employee's pay: Social Security (FICA), federal withholding tax and Virginia state withholding tax. An employee may choose to have other deductions taken out of his/her pay including parking fees, state health insurance premiums, tax-deferred annuities, optional life insurance, flexible reimbursement accounts and administrative fees, long-term care, AFLAC, long-term disability, Combined Virginia Campaign contributions, and contributions to the university.

Pay is issued on the 16th of each month for the pay period of the 25th through the 9th and on the last work day of each month for the pay period of the 10th through the 24th. Should that day fall on a weekend or a holiday, employees will be paid on the previous business day. It is federal law that the name on an employee's pay advice matches the name on his/her Social Security card. The employee may be subject to a fine if the information is incorrect. Visit Payroll Services website for additional payroll information and to view their pay calendar and deadlines.

Parking

Faculty and staff who park on university-owned or leased property are responsible for obtaining and displaying a valid JMU parking permit. For the latest information

concerning employee vehicle registration, refer to the Faculty/Staff sections on the Parking Services website, or call (540) 568-3300 for assistance.

Electronic Communications

Information technology is an essential element of academic life, enabling study, research, collaboration and communication. As a means to excellence in achieving its education, research and service missions, the university provides and supports computing and electronic communication services for all its students, faculty and staff. The university considers email an official means of communication for employees, and all employees are expected to check their university email on a frequent and consistent basis. Members of the JMU community should use the University's electronic messaging resources and are expected to do so in a manner consistent with the University's mission and in compliance with Electronic Messaging JMU Policy 1209.

To access email and other services, use your JMU electronic ID (e-ID). Your e-ID is automatically created when you begin employment. It is imperative that you keep your e-ID password private and not share it with anyone. JMU will never ask for your password via email. Employees should read and comply with the Appropriate Use of Information Technology Resources JMU Policy 1207.

For information on activating your e-ID and accessing email and other technology services, please visit the "*New to the University?"* section of the Computing website .

Additional information can be found within the following university policies:

1201 Information Technology Resource Management
1202 System Implementation and Project Management
1204 Information Security
1205 University Data Stewardship
1206 Contingency Management Information-based Systems
1207 Appropriate Use of Information Technology Resources
1209 Electronic Messaging

Use of University Owned Telephones & Services JMU Policy 1505

Land Line Phones: Personal local calls during business hours are to be kept to a minimum. Personal long-distance calls are discouraged but can be made under extenuating circumstances, in which case the caller is required to reimburse the University for the cost of the call. Employees making personal, non-emergency phone calls are to use a personal credit card or bill the call to their home telephone.

Cell Phones: The university will only provide cell phones for shared departmental use. Personal calls from or to a university cell phone are highly discouraged and should only occur for emergency situations. The employee responsible for such personal calls must reimburse the university as mandated by IRS regulations.

When the university mission requires an individual employee to be the exclusive user of a cell phone, that employee will be required to obtain the phone and service personally. The employee may be given a stipend to assist with the expense. Specific cell phone procedures are located on the Telecommunications website.

When an employee is required by the university to have internet access from home for work related duties, the employee will be responsible for obtaining the data service personally. The employee will be given a stipend to assist with the expense.

All university provided cell phones and telecommunications stipends must be approved by the appropriate senior vice president prior to phone purchase and service contract implementation.

Attendance and Work Routine

Late Arrivals or Absences

Occasionally circumstances may occur that cause employees to arrive late or to miss work that has not been planned for in advance. It is expected that late arrivals and absences will be kept to a minimum. It is the employee's responsibility to inform his/her supervisor when they will be late or absent as soon as possible prior to the beginning of the shift. At the start of employment, the supervisor will communicate requirements for reporting late arrival or absence including who to call should the supervisor not be available. Failure to report a late arrival or absence according the university/departmental requirements may result in disciplinary action.

During normal work hours, an employee should not leave his/her work area for personal matters (other than lunch or breaks) without permission from the supervisor or the supervisor's designee. Excessive or habitual tardiness or absence is a violation of the Standards of Conduct and Performance for Classified Employees JMU Policy 1317.

Recording Time/Attendance

In accordance with the Fair Labor Standards Act (FLSA), all non-exempt employees are required to record hours worked and/or time missed from work. For recording purposes, non-exempt employees are provided with a Time and Attendance Record. All Time and Attendance Records are subject to yearly audit.

Non-exempt and exempt employees must report leave taken to Human Resources by using the Leave feature in MyMadison, where employees can add or edit leave requests or view leave balances.

Work Routine

JMU Policy 1303 Provisions for Granting Overtime and Compensatory Leave

Workweek

Full-time, classified employees normally work a minimum of 40 hours per week. The university's standard workweek begins 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Normal work hours are from 8:00 a.m. - 5:00 p.m. Monday through Friday. Employees in certain areas may work non-standard shifts or workweeks to provide adequate coverage and service to the university community.

Overtime

Federal law requires university employees, who are classified as non-exempt employees under FLSA, to be paid one and one-half times their regular rate of pay or receive overtime leave in lieu of overtime pay, for any hours worked over the standard 40-hour workweek. **A non-exempt employee cannot work overtime without prior authorization or direction given by the supervisor.**

An employee who may be required to work more hours than normally scheduled on certain days but does not exceed the 40-hour workweek, is not entitled to overtime because the actual number of workweek hours did not exceed 40. Employees classified as exempt from the Fair Labor Standards Act (FLSA) are not eligible for overtime.

Overtime Leave

In lieu of receiving cash payments for overtime, an employee may elect to receive overtime leave, if available through his/her department. Overtime leave allows an employee to earn 1.5 hours of leave for each hour physically worked over 40 within the established workweek. An employee may only earn up to 60 hours of overtime leave. Overtime leave is paid out upon separation based on current salary.

Compensatory Leave

Non-exempt employees earn compensatory leave (comp leave) for hours worked on a holiday, hours worked on an authorized closing if in designated positions or when over 40 hours have been accounted for during the work week, but not physically worked over 40. Granted hour-for-hour, compensatory leave must be authorized by a supervisor. It may be used for any purpose and must be used within 12 months of the date earned or it will expire. Once lapsed, accrued compensatory leave may not be used or paid off upon an employee's change of status. Exempt employees do not earn compensatory time except when required to work on a university holiday.

Meal/Lunch Periods

Employees who work at least six consecutive hours can be afforded a lunch period (meal break) of at least 30 minutes, except in situations where shift coverage precludes such lunch breaks. Lunch periods may be staggered to provide departmental coverage. The lunch period does not count as time worked.

Rest Periods

Supervisor's may grant employees who work an 8-hour day or longer a maximum of one 15-minute rest break before and one 15-minute rest break after the lunch period, but are not required to do so.

- Rest breaks must be taken separately.
- Rest breaks, if taken, do count as time worked; however, they cannot be used to extend the lunch period or be placed at the beginning or end of the day to shorten the work day or offset late arrivals.

Questions about Meal and Rest Periods? Please contact your HR Consultant. See also: Hours of Work DHRM Policy 1.25.

Alternative Work Schedules JMU Policy 1310

In some instances, alternative work schedules may be necessary to provide effective services to the university community. When feasible, the university also tries to provide employees with a work schedule that is flexible enough to allow an opportunity to balance work and other responsibilities. Alternative work schedules must be approved by your supervisor and may include flextime, job sharing and less-than-12-month agreements.

University Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies JMU Policy 1309

Decisions to close all non-essential university operations will be made by the Senior Vice President of Administration and Finance. When bad weather or another emergency situation causes the university to open late, close early or be closed for a full day, you will be compensated for the time off. Many employees are considered non-designated and are not required to work when the university is closed due to inclement weather or other emergency situations. However, to continue to provide services to students, some positions are considered designated and, as a condition of employment, must report to work when the university is officially closed due to inclement weather or during other emergency conditions.

If you are a designated employee, you will receive compensatory leave for the hours worked during a normally scheduled shift, whether it is an entire shift closing or a partial shift closing. Should you be required to work in excess of the 40 hours in a normal

workweek, you will be compensated in accordance with the Federal Fair Labor Standards Act for the excess time worked (overtime pay/leave) provided you are in a non-exempt classification.

Designated employees who do not report to work as scheduled, or who must leave before the end of the shift during an authorized closing, must charge time missed to annual, sick, compensatory leave or leave without pay as appropriate. A designated employee's failure to report to work as required during an authorized closing may be grounds for discipline under the Standards of Conduct and Performance for Classified Employees JMU Policy 1317.

Non-designated employees are expected to report to work on time. However, when weather conditions create transportation difficulties that result in late arrival, supervisors may authorize up to two hours of lost time as an authorized absence not charged to leave.

For information regarding late openings or official closings, listen to local television and radio stations, visit the JMU website or call (540) 433-5300. Employees can also authorize JMU to provide emergency notifications via text message or voice message to the employee's cell phone through MyMadison.

Leave (Time Away) Benefits

Annual Leave/Vacation DHRM Policy 4.10

Full-time, classified employees accrue paid annual leave that can be taken for any purpose. Annual leave is subject to supervisor's approval based on the business needs of the department. The leave year runs from January 10 of the current year through January 9 of the following year. The rate at which annual leave is accrued depends on length of state service. An employee must work an entire pay period or be on approved paid leave in order to accrue annual leave at the end of each pay period. Annual leave is accrued at midnight on the 9th and the 24th of each month. Annual leave is not available to use until it has been earned/accrued at the end of each pay period. Employees are allowed to carry their annual leave balance forward into the new leave year based on their months of state service. Upon leaving state service, employees are paid for unused annual leave up to the maximum allowed based on months of state service.

Refer to the chart for maximum carry-over limits and maximum payout limits:

Years of Service	Hours Accrued per Pay Period	Hours Accrued per Leave Year	Maximum Carry-over Limits	Maximum Payout Limits
0-5 years	4 hours	96 hours (12 days)	192 hours (24 days)	192 hours (24 days)
5-10 years	5 hours	120 hours (15 days)	240 hours (30 days)	240 hours (30 days)
10-15 years	6 hours	144 hours (18 days)	288 hours (36 days)	288 hours (36 days)
15-20 years	7 hours	168 hours (21 days)	336 hours (42 days)	288 hours (36 days)
20-25 years	8 hours	192 hours (24 days)	384 hours (48 days)	336 hours (42 days)
25 years +	9 hours	216 hours (27 days)	432 hours (54 days)	336 hours (42 days)

Sick Leave (for employees hired prior to January 1, 1999 and are NOT in VSDP) DHRM Policy 4.55

Sick leave protects employees against loss of pay when they must miss work because of illness or injury. Sick leave is earned at the rate of five hours for each semi-monthly pay period with no maximum accrual limit.

Sick leave may also be used for illness of an immediate family member which includes mother, father, children, spouse, sister, brother, step-parents, step-children or any other blood relative living within the household. Family sick leave is limited to 48 hours per leave year (January 10 of current year through January 9 of the next year). Up to three days of sick leave may be used for the death of an immediate family member as defined above. Sick leave is subject to supervisor's approval. Supervisors may request medical documentation for any absences related to illness. All absences over three workdays require medical documentation which should include dates of absence.

Upon separation with five years of state service, employees are eligible to be paid 25% of accumulated, unused sick leave, up to a maximum of $5,000.

Virginia Sickness and Disability Program (VSDP) DHRM Policy 4.57

All full-time, classified employees hired on or after January 1, 1999 are automatically enrolled in VSDP. Under this program, employees are provided sick leave and family/personal leave each January 10. Sick and family/personal leave cannot be carried forward from one leave year to the next. **VSDP Sick Leave:** Leave may be taken for personal illnesses, injuries, preventive care and wellness physician visits of the employee. **Family/Personal Leave:** Leave may be taken at the discretion of the

employee for any purpose (family, illness, attend a funeral, or other personal needs, etc.) VSDP leave is subject to supervisor's approval. All absences over 24 hours require medical documentation which should include the dates of absence. After a one-year waiting period, VSDP also provides short-term and long-term disability benefits.

The following chart reflects the rates for sick leave and family/personal leave according to months of state service:

Sick Leave

Current Full-Time

Months of State Service	Sick Leave Hours/Days
Less than 60	64 (8 workdays)
60 to 119	72 (9 workdays)
120 or more	80 (10 workdays)

Recently Hired Full-Time

Employment Begin Date	Sick Leave Hours/Days
January 10 - July 9	64 (8 workdays)
July 10 - January 9	40 (5 workdays)

Family/Personal Leave

Current Full-Time

Months of State Service	Family/Personal Hours/Days
Less than 60	32 (4 workdays)
60 to 119	32 (4 workdays)
120 or more	40 (5 workdays)

Recently Hired Full-Time

Employment Begin Date	Family/Personal Hours/Days
January 10 - July 9	32 (4 workdays)
July 10 - January 9	16 (2 workdays)

Family and Medical Leave JMU Policy 1308

The Family and Medical Leave Act (FMLA) requires the university to provide eligible employees job-protected leave for the:

- birth of a child
- adoption of a child
- foster care of a child
- serious health condition of the employee
- serious health condition of the employee's immediate family member (child, spouse, or parent)
- qualifying exigency as defined by the Department of Labor (a call to active duty of a spouse, son, daughter, or parent; or having been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or caregiver leave for a seriously ill or injured service member that is a spouse, son, daughter, parent, or being the nearest blood relative to the injured service member).

To be eligible, employees must have been employed at least 12 months and worked at least 1,250 hours during the 12-month period prior to the leave request. Eligible employees are entitled to 12 weeks of unpaid leave during any 12-month period for the circumstances stated above.

The 12-week period is calculated starting from the date the employee begins FMLA leave. Eligible employees have the option of using paid leave, as appropriate under each particular leave policy, for absences covered under FMLA. The agency may designate such leave as Family and Medical Leave. If leave is taken under FMLA, the employee has a guaranteed right to return to his/her prior job, or in unusual cases, a job with equivalent status and pay. Health benefits continue during the leave at the same level and conditions as if the employee had continued to work.

If both parents are employed by the university, they are entitled to a total of 12 weeks of leave between them (rather than 12 weeks each) for the birth or placement of a child for adoption or foster care, to care for a sick or injured dependent, exigency military leave or up to 26 weeks for military caregiver leave.

To take FMLA, 30-days advance notice must be given to the supervisor when it is foreseeable for the birth of a child, placement of a child for adoption or foster care, or for planned medical treatment. When it is not possible to provide advance notice, the employee must notify the supervisor as soon as practical.

Intermittent leave that is medically necessary may be taken without the supervisor's approval for each absence. Proper notice should be provided to the supervisor even though the supervisor's permission to use leave is not required. Supervisors must approve requests for intermittent leave if used for the birth, adoption or foster care placement of a child.

Certification from the family's health care provider must be provided to Human Resources to support FMLA.

For complete information on FMLA, please contact a benefits coordinator at (540) 568-5533, or refer to JMU Policy 1308.

Civil and Work-Related Leave DHRM Policy 4.05

Civil and work-related leave may be granted to serve on a jury, appear in court as a witness under subpoena, or to attempt resolution of work-related problems. Civil and work-related leave may also be taken when testing and/or interviewing for other state positions. Reasonable travel time may be included. If use of this leave for interviewing becomes excessive, it may be restricted. Supervisor advance approval is required for civil and work-related leave. Written verification may be required. Court documentation is required when serving on a jury or appearing in court as a witness.

Emergency/Disaster Leave JMU Policy 1113

This policy provides a method to grant up to 80 hours of paid leave annually to qualifying employees who are called away from their regular jobs to provide specific kinds of emergency services during defined times of state and/or national disasters. This leave may also be granted to employees who are victims of disasters that meet the criteria specified within the policy.

Educational Leave DHRM Policy 4.15

Educational leave may be provided at the discretion of the university. It is limited to 12 months and may be granted with full, partial, or no pay for the purpose of allowing employees time to further their education through a course of study related to their work or that of the university.

Leave Sharing JMU Policy 1328

Leave sharing allows classified employees to donate annual leave to classified co-workers who do not participate in the Virginia Sickness and Disability Program (VSDP) and who need additional sick leave. All employees, including employees in VSDP, may request donated annual leave if the employee experiences leave without pay due to a family member's illness/injury for which the employee is using Family and Medical Leave (FMLA).

Leave sharing is designed to benefit classified employees with chronic illnesses, serious injuries or qualifying FMLA who have exhausted their other leave options. Employees who are in need of leave donations or who would like to be added to the list of potential leave donors should contact a benefits coordinator at (540) 568-3728.

Leave without Pay JMU Policy 1319

Employees may be granted leave without pay with the approval of their supervisor. Requests for leave without pay must be presented in writing to the employee's supervisor. Leave without pay may not be granted for more than 12 calendar months, except for extended illness or injury, or for military active duty.

Leave without pay may be granted for:

- Educational leave (more than the allowable leave with pay)
- Military leave
- Medical
- Personal reasons

Leave without pay may be unconditional or conditional based on the needs of the department as determined by the supervisor. Unconditional leave without pay guarantees reinstatement to one's former position. When reinstatement to one's former position does not appear practical because of the university's need to fill the job, the employee may be placed on conditional leave without pay. Conditional leave allows employees to retain prior sick and annual leave credits, but, if one's position has been filled, does not obligate the university to reinstate the employee. If you are unable to obtain a position at JMU or another state agency, the employee will be separated from state service when the leave without pay expires. There is no leave accrual while an employee is on leave without pay status.

Military Leave DHRM Policy 4.50

Members of a military unit, the National Guard, Naval Militia, or Armed Forces Reserves are entitled to 15 workdays of leave per federal fiscal year (October 1 to September 30) for federally-funded military duty. If the duty is fragmented, the employee is still entitled to 15 workdays of leave per federal fiscal year. A copy of the military orders or other official documentation must accompany the employee's request for military leave. If ordered to duty because of an emergency, the employee must supply supporting documentation upon return to work to verify the use of military leave.

School Assistance and Volunteer Service Leave DHRM Policy 4.40

Employees may take up to 16 hours of paid leave per leave year to provide volunteer services through eligible non-profit organizations or school assistance. Examples of eligible organizations include volunteer rescue squads, volunteer fire departments, the American Red Cross and Habitat for Humanity. For school assistance, employees with children may be granted paid leave to meet with a teacher or administrator of a public or private preschool, elementary school, middle school or high school concerning their children, stepchildren or children for whom the employee has legal custody or attend a school function in which such children are participating. Any employee may be granted

paid leave to perform volunteer work approved by any teacher or school administrator to assist a public preschool, elementary, middle, or high school.

Supervisors may request verification for school assistance and volunteer service leave. Documentation consists of a statement signed by an official of the service organization/school confirming times and duration of the activity. This leave does not carry over from one leave year to the next. As with any scheduled leave, prior approval from the employee's supervisor is required.

University Holidays JMU Policy 1102

The President signs into effect each calendar year a schedule of official university holidays.
The schedule includes New Year's Day, Martin Luther King Jr. Day, Memorial Day Monday, Independence Day (Fourth of July), Thanksgiving, the day after Thanksgiving, and a winter break. It may also include time for spring break and other appropriate holidays up to the number set by the Commonwealth of Virginia as holidays for state employees. For a list of holidays during which the university will be closed, refer to the HR website.

To receive holiday pay, employees must either work or be on paid leave the workday before and the workday after the holiday, with the exception of a holiday that falls on the first day of a pay period. Employees that are scheduled to begin employment or return from leave on the first workday of a pay period (10th or 25th) and that day is also a holiday, the first day of the pay period will be considered the first day worked and the employee will be eligible to receive holiday pay.

Health Benefits

Health Insurance

The university offers comprehensive health insurance programs to all full-time employees. The cost of health insurance coverage is shared by the employee and the university. The health insurance program provides hospitalization, medical, surgical, out-patient, prescription drug and major medical coverage.

Coverage options are:

- Single (coverage for employee only)
- Employee plus one (coverage for employee plus one eligible dependent)
- Family (coverage for employee plus two or more eligible dependents)

Coverage in a health care plan begins on the first day of the first full month in which employment begins, but enrollment in a health benefit program must be completed within 30 days of employment. Health insurance coverage ends on the last day of the month when separation from the university occurs, provided premiums have been paid.

Changes to coverage may be made yearly during open enrollment or during the plan year for certain qualifying life events such as marriage or divorce, death of spouse or dependent, birth or adoption of a child, change in a spouse's employment, change in the dependent status of a child, etc. Qualifying life event changes must be made within 60 days of the event and become effective the first of the month following receipt of the enrollment form. The exception to this rule is the birth/adoption of a child; coverage becomes effective the month in which the child is born.

Section 125 of the Internal Revenue Code permits employees to have his/her portion of the health insurance premium deducted prior to state and federal taxation. Employees are automatically placed into the pre-tax program.

Flexible Spending Accounts

Enrollment in a flexible spending account allows for deductions prior to state and federal taxation for qualified medical and dependent care expenses. In a medical spending account, employees set aside pre-tax dollars to pay for medical, dental, vision care, or other eligible expenses which are not covered by their health benefits plan. The maximum amount employees may deposit into their account each plan year is $2,500. The minimum contribution each pay period is $10.

The dependent care spending account allows employees to set aside pre-tax dollars to pay for eligible dependent care expenses. Single employees or employees who are married and file joint returns may deposit a maximum of $5,000 per plan year into the account; married employees who file separate tax returns are limited to $2,500 per plan year. The minimum contribution each pay period is $10.

Once the deduction begins, employees cannot stop their deductions until the open enrollment period or a qualifying life event occurs. Employees should plan carefully when enrolling in either of these accounts, as unused balances at the end of the plan year are forfeited.

AFLAC Supplemental Insurance

AFLAC supplemental policies pay cash benefits directly to the insured. Employees may choose the plan(s) that best suit their needs.

AFLAC currently offers five plans on a pre-tax basis through payroll deduction:

- Accident - provides benefits for any accident
- Cancer - features a first occurrence benefit, hospital confinement and outpatient benefits
- Intensive Care - provides coverage for a stay in intensive care for any sickness or accident
- Hospital Protection – provides payment for any sickness or injury that requires hospital confinement.

- Critical Care – provides coverage for incidents such as heart attacks, strokes and more.

AFLAC currently offers one plan on an after tax basis through payroll deduction:

- Personal Disability Income Protector Short-Term Disability Insurance – provides income replacement for non-work related disabilities

Classified employees in the old sick leave system and new employees in the VA Sickness and Disability Program who are subject to the one-year waiting period may purchase short-term disability through AFLAC, upon qualification. AFLAC's Personal Disability Income Protector Benefit provides a source of income while off work for sickness and/or a non-work related accident disability. This benefit will be an after tax payroll deduction.

Genworth Financial Long-Term Care

Long-term care includes a wide range of supportive, medical, personal and social services for people who need assistance for an extended period of time. It provides help with usual activities of daily living such as dressing and walking, often called custodial care. Needs may arise at any time due to an injury or illness or the effects of the natural aging process. Services can be provided in the form of home care, assisted living facilities, adult day care or nursing facilities. Employees enrolled in the Virginia Sickness and Disability Program (VSDP) will receive a $96 daily benefit allowance as part of VSDP. For more information, visit Genworth Financial or call (866) 859-6060.

Workers' Compensation/Return to Work JMU Policy 1312

Report all job-related injuries and illnesses, no matter how minor, to your supervisor or to HR's Workers Compensation Coordinator, Becky Sanford, at (540) 568-2358 within 24 hours, or as soon as possible. Employees then choose a treating physician from JMU's Panel of Physicians to receive Workers' Compensation benefits for approved claims.

In emergency situations, employees may seek treatment at the Rockingham Memorial Hospital emergency room. A physician from JMU's Panel of Physicians must still be selected to provide follow-up care.

Time Away From Work due to Workplace Illness/Injury

- Time missed from work must be ordered by the chosen panel physicians in order to be approved under Workers' Compensation.
- There is no change to an employee's regular pay if leave is available.
- The first seven calendar days are a waiting period and are submitted through the leave system in MyMadison. On the eighth day, Workers' Compensation will begin to reimburse the university on approved claims.

- After 21 calendar days, the first seven days of leave will be reimbursed as described by the Virginia Workers' Compensation Act.

Restricted Duty/Workers' Compensation

When possible, JMU will provide altered or restricted duty when prescribed by a Panel Physician for up to a maximum of 90 days.

The Claim Form, Panel of Physicians, FAQ's and additional information can be found on HR's Workers' Compensation website.

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. EAP counselors are available to assist employees with problems related to:

- Alcohol
- Drugs
- Family
- Health
- Legal
- Financial
- Housing
- Mental health
- Child care
- Elder care
- Grief
- Spousal/child/parent abuse
- Workplace
- Career planning
- Retirement

In general, care must be authorized in advance. You or your eligible dependent will speak to an EAP specialist who will assess your problem and coordinate assistance. Should your problem require mental health or substance abuse care, you will be referred to a provider, under your mental health and substance abuse benefit. Your EAP specialist or care manager will arrange a referral according to your specific needs. Contact your plan's Member Services department for more information.

COVA Care and COVA HDHP
Anthem Blue Cross and Blue Shield
Member Services: 1-855-223-9277
www.anthem.com

COVA HealthAware
Aetna
1-888-238-6232
www.covahealthaware.com

Kaiser Permanente HMO
(866) 517-7042 (toll free)
http://my.kaiserpermanente.org/mida/commonwealthofvirginia/

Life Insurance

Group Life Insurance

Full-time, classified employees are automatically enrolled in a group life insurance policy administered by the Virginia Retirement System (VRS) and underwritten by Minnesota Life Insurance Company. There is no cost to the employee for the basic life insurance coverage since the state and university share the premium cost. The amount of life insurance coverage for natural death is based on the employee's annual salary rounded to the next highest thousand multiplied by two. This amount doubles again for accidental death. The employee designates a beneficiary for life insurance coverage when employment begins. Contact a benefits coordinator at (540) 568-3593 when a change in beneficiary is desired.

Optional Life Insurance

Additional life insurance to supplement the basic life insurance is available to classified employees. Administered by VRS and underwritten by Minnesota Life Insurance Company, the plan allows employees to purchase additional insurance at group rates for themselves, their spouse and children. Rates are based on the employee's age, salary and coverage option for employee and any covered children. Spousal rates are based on the spouse's age, employee's salary and coverage option.

Retirement Benefits

Virginia Retirement System (VRS)

Full-time, classified employees are automatically enrolled in the Virginia Retirement System Hybrid Recruitment Plan on their first day of employment. The Hybrid Retirement Plan combines the features of a defined benefit plan, which pays a monthly retirement benefit based on age, total years of service, an average final compensation, and a defined contribution plan, which provides a retirement benefit based on contributions to the plan and the investment performance of those contributions. If an employee separates from the university, he/she may choose to withdraw retirement contributions.

Supplemental Retirement Accounts

Tax-Deferred Annuities - 403(b) and 457 Accounts

The university provides employees the opportunity to supplement their retirement income through pre-taxed supplemental retirement accounts. Deposits can be payroll deducted and placed into a special savings account that can be accessed at the time of retirement. Employees may elect to have up to 100% of their income (up to IRS cap) deducted and placed into a 403(b) or a 457 account. If interested in participating in a supplemental retirement account, please contact a benefits coordinator at (540) 568-3593. The employee is responsible for ensuring that his/her contributions are in compliance with IRS regulations concerning tax-deferred contributions. Visit the HR website for a list of participating companies.

Roth 403(b) Contributions

The university provides employees the opportunity to supplement their retirement income through after-tax supplemental retirement accounts. The compensation that you defer to a Roth 403(b) is contributed the plan after state and federal income tax have been withheld. Then, at retirement, when you are eligible to take qualified distributions from your Roth 403(b) account, the contributions and earnings on those contributions are not subject to federal income tax. Visit the HR website for a list of participating companies. Also, see the FAQs on HR's website to help you decide whether a Roth 403(b) is the right savings feature for you.

Employer-Paid Cash Match Plan

JMU offers a Cash Match Plan, which can be started any time after employment, to all full-time employees who establish a supplemental retirement account. Employees enrolled in the Virginia Retirement System Hybrid Retirement Plan must be contributing the full 4% voluntary contributions before they are eligible for the Cash Match Plan. The employer match is a half match program with JMU contributing the maximum of $20.00 per pay period. For example, an employee who contributes $40.00 per pay period to his/her supplemental retirement would receive a $20.00 per pay period match. The money contributed to the employee's supplemental retirement account is either a 403(b) or 457 account, while the match contribution is a 401(a) account. An employee is only eligible for one match account.

Fringe Benefits

Reimbursement for Work-Related Education or Training from an External Source
JMU Policy 1401

The university offers reimbursement for classes unavailable at the university for full-time classified and faculty members only. Employees may use another institution to take classes for:

- The use of new or modified equipment
- Skill and knowledge required due to changes in current position
- Advancement to position for which qualified applicants are not otherwise available

In addition, tuition costs for courses offered through Outreach and Engagement are covered under this tuition reimbursement policy. The Request for Tuition/Registration Reimbursement form is found in the Appendix of JMU Policy 1401.

Tuition Waiver JMU Policy 1402

The university offers a waiver of tuition (undergraduate and graduate) to its classified employees for academic credit courses offered at JMU each semester. Classified employees are eligible to apply for tuition waiver for courses that begin after the day of their six-month anniversary, as long as they receive a rating of contributor on their six-month probationary performance evaluation. Books, application fees, special course or departmental fees and readmission fees are not covered. Applicants may have tuition waived for a maximum of two classes and one lab per semester. Degree seeking employees must meet the university admissions requirements for a degree seeking course at the time of application.

Request for Tuition Waiver Form

Review JMU Policy 1401 and JMU Policy 1402 for further information. Questions regarding waiver of tuition may be directed to Human Resources, (540) 568-3593 or benefits@jmu.edu.

Service Awards

In accordance with the Commonwealth's Employee Recognition Programs DHRM Policy 1.10, the university recognizes length of service for classified staff and faculty through an annual service awards event. Employees who have completed 5, 10, 15, 20, 25, 30, etc. years of service with the university are honored.

Employee Wellness Program

CommonHealth is the employee wellness program for the Commonwealth of Virginia. CommonHealth offers:

- ✓ Stress Management Sessions
- ✓ Weight Watchers Reimbursement
- ✓ The Compass Newsletter
- ✓ Fitness Center Discounts
- ✓ Annual wellness events like walking and weight loss challenges
- ✓ A full library of past programs complete with all educational materials
- ✓ An interactive website with health quizzes and wellness tools for you and your family

Please note that eligibility for some programs is dependent upon enrollment in the state health benefits plan. For more information, visit www.commonhealth.virginia.gov.

JMU's agency coordinator is Tara Roe, (540) 568-5533, or roetb@jmu.edu.

Discounts for State Employees

Visit http://www.dhrm.virginia.gov/employeediscounts.html to see discounts you receive as a state employee.

University Recreation (UREC)

JMU has excellent recreational facilities that are available for use by university employees and their family members. UREC aims to promote and advance healthy lifestyles through educational programs, participation opportunities and support services.

The main UREC facility is a multi-level fitness and wellness center with over 140,000 square feet of activity space. Building highlights include a climbing wall, racquetball courts, basketball/ volleyball courts, indoor track, cardio theatre, indoor pool/sauna/spa area, locker rooms, and massage studio, outdoor courtyard with sand volleyball, outdoor turf fields and group fitness /multipurpose studios. UREC also houses an equipment center where sports and camping/outdoor equipment can be checked out or rented. Personal training, fitness/nutrition analysis and massage services are also available for a fee.

University Park, accessed by Devon Lane, includes opportunities for drop-in recreation, structured intramural sports and sport club programs, as well as a team and leadership development program. Facilities include an open event lawn, tennis, sand volleyball and basketball courts, sports turf, and pavilion.

There is an addition and renovation to the main UREC facility currently in the construction phase. There are some temporary closings of spaces anticipated as the work is completed. These will be posted on the UREC website (see below to follow link). The new portion of the building is scheduled to be opened in January of 2016, with the renovated spaces to follow in August of 2016. Contact University Recreation for facility access information, hours of operation and program information at (540) 568-8737, or visit the UREC website.

Bus Service

Harrisonburg Department of Public Transportation (HDPT) provides transportation service within the City of Harrisonburg and on the JMU campus for university employees free of charge. For bus routes and schedules visit www.hdpt.com, or call (540) 432-0492. For route planning visit the Bus Finder. For real-time arrival predictions

visit NextBus or go to http://www.jmu.edu/navigatejmu/ for transportation and parking information.

Campus Dining

All dining facilities are open to students, faculty and staff as well as the general public. They include all-you-care-to-eat style dining, food courts, coffee bars, smoothie bars, convenience stores and a full service restaurant. Most locations accept cash, FLEX and credit cards. Dining locations, map and menus can be found at the Dining with JMU website.

Mail Services

A fully functional post office serving the entire JMU community is located on the second floor of Warren Hall which offers a wide variety of mailing supplies, USPS and UPS shipping services, fax and copy services, on-demand delivery and more. There are several JMU Mail Services drop boxes located throughout the university. Mail Services is able to assist with any size job from design to delivery. We are here for all your mailing needs. Any outgoing mail received after 4:00 p.m. will be postmarked the following business day. All outgoing UPS packages are picked up Monday through Friday at 3:00 p.m. Cash, flex and personal checks are accepted. Along with additional information, you can find a complete list of Mail Stop Codes (MSC) on our website. Call (540) 568-6257 for further assistance.

Bookstore

The JMU Bookstore is your full-service bookstore. From textbooks to computers, from t-shirts to coffee mugs, the JMU Bookstore has everything you need to succeed. Faculty and staff are eligible for 15% discount on their purchases (computer products excluded). Best Sellers are always 30% off. Don't see a book you need? We'll order it. Shop us 24/7 at the shopjmu.com. We are located in the Godwin parking lot.

- JMU Bookstore Customer Service (540) 568-6121
- Textbooks (540) 568-3995
- General Merchandise (540) 568-6960
- General Books (540) 568-3844
- Technology Products (540) 568-3989
- JMU Bookstore Catalog (800) 280-7543

Computer Purchase Program

The Madison CyberZone offers complete selections of Dell and Apple computer hardware and a wide selection of accessories to compliment your academic, professional and personal needs. The purpose of this website is to provide JMU faculty, staff and students interested in purchasing computer products sufficient information to make the correct buying decision. We have a dedicated staff ready to answer your

questions. Employees may obtain additional computer products information by contacting the Madison CyberZone at the JMU Bookstore at www.madisoncyberzone.com, (540) 568-3989, or email madisoncyberzone@jmu.edu.

Computer Loan Program

All full-time, non-probationary JMU employees are eligible to participate in this program. This is an interest free loan available to purchase hardware, software, or other computer accessories. All merchandise must be purchased from the JMU Bookstore. The current limit on the loan is $3,600.00, and the repayment period cannot exceed 24 months. Repayment of the loan will be made in payments through payroll deduction on each paycheck.

The JMU Bookstore will consult with the employee on their purchase and when they have made a decision, a formal quote will be written. The quote will be forwarded to the AVP Business Services office and the employee will be instructed to contact that office. At that point, the employee will need to sign their computer loan agreement, which will be forwarded to the bookstore for the order to be placed. If the item is in stock, the purchase can be picked up at that time.

Once the paperwork is completed, the loan agreement will be forwarded to the Payroll Office to begin payroll deductions. Deductions will continue until the balance has been paid. Loans must be paid in full upon an employee's separation from JMU.

If you have any questions about this program, contact the Business Services Office at (540) 568-5689.

Computing Workshops

Information Technology offers a variety of computing workshops for administrative and professional faculty, classified and wage employees. These hands-on workshops on JMU supported software are offered in the IT Training Center (JMAC4). You can find a comprehensive listing by visiting the IT Training Course Description website. Sign up for these workshops through MyMadison.

Training and Development JMU Policy 1403

James Madison University is committed to providing professional development opportunities for all JMU community members. In support of JMU's core quality of Faculty & Staff Success - We foster for all faculty and staff a culture and environment that supports healthy work-life balance and personal and professional growth. The JMU Training and Development Department offers personal and professional development opportunities for administrative and professional (AP) faculty, classified staff and wage employees.

JMU Training and Development focuses on learning areas which help each of us reach our own potential as well as work effectively with others. Training and Development offers a wide variety of professional development opportunities which are provided ***free of charge*** to JMU AP faculty, classified staff and wage employees.

Faculty and staff are encouraged to pursue professional development utilizing internal and external resources. Please let the JMU Training and Development staff know how we can assist you in your personal, professional and departmental development needs.

Specializing in workshops and departmental retreats that focus on:

- Communication
- Customer Service
- Supervision/ Management
- Administrative Skills
- Teamwork
- Work/Life Wellness
- Leadership
- Facilitation Skills
- Organizational Development

For more information about our workshops, certificate programs, and our competency model, please visit http://www.jmu.edu/training/development/index.shtml .

Environmental Stewardship and Sustainability

JMU's commitment to environmental stewardship and sustainability is illustrated in the following ways:

1) JMU is a signatory of the American College and University Presidents' Climate Commitment. JMU's public reporting to the ACUPCC is available at: http://rs.acupcc.org/search/?institution_name=james+madison&carnegie_class=%3F%3F&state_or_province=%3F%3F.

2) JMU is a member of the Association for the Advancement for Sustainability in Higher Education and participates in AASHE's Sustainability Tracking, Assessment and Rating System. JMU has a silver rating in STARS, and the STARS reporting is publicly available at https://stars.aashe.org/institutions/james-madison-university-va/report/2013-12-23/. That reporting includes a description of JMU's Environmental Stewardship Action Plan for 2011-2015.

The initiative's emphasis is on education, scholarship, and individuals' citizenship, as well as our physical plant environmental impact.

JMU has the following policies regarding environmental stewardship and sustainability:

1310: Alternative Work Schedules
1332: Telecommuting
1701: Sustainable Procurement
1702: Water Use & Leak Prevention
1703: Sustainable Construction
1704: Energy Use
1705: Bottled Water Use
3108: Health and Safety
4401: University Supported Travel

These policies are available at: http://www.jmu.edu/JMUpolicy/stewardship.shtml

JMU is recognized as a bicycle friendly university by The League of American Bicyclists and included in *The Princeton Review's Guide to 322 Green Colleges.* JMU's environmental stewardship efforts have also earned awards from the Virginia Recycling Association, the Virginia Sustainable Building Network, and the Governor's Environmental Excellence Awards.

Policies and Procedures

Standards of Conduct and Performance JMU Policy 1317

It is the policy of the university and of the Commonwealth to promote the well-being of employees by maintaining high standards of work performance and professional conduct. The Virginia Department of Human Resource Management has established uniform rules of personal conduct and performance as well as uniform disciplinary guidelines for classified employees.

The Standards of Conduct serve the following purposes:

- Establish guidelines for positive employee behaviors that contribute to the success of the university's mission.
- Establish a fair and objective process for correcting or treating unacceptable conduct or work performance.
- Distinguish between less serious and more serious acts of misconduct and provide corrective action accordingly.
- Limit corrective action to employee conduct occurring only when employees are at work or when otherwise representing James Madison University in an official or work-related capacity, unless otherwise specifically provided for.

Employees covered by this policy are employed to fulfill certain duties and expectations that support the mission and values of their universities and are expected to conduct themselves in a manner deserving of public trust. The following list is not all-inclusive

but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

Employees who contribute to the success of the university's mission:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for the university and toward university coworkers, supervisors, managers, subordinates, residential clients, students, and customers.
- Use state equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Utilize leave and related employee benefits in the manner for which they were intended.
- Resolve work-related issues and disputes in a professional manner and through established business processes.
- Meet or exceed established job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the university.
- Comply with the letter and spirit of all state and university policies and procedures, the Conflict of Interest Act, and Commonwealth laws and regulations.
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- Obtain approval from supervisor prior to accepting outside employment.
- Obtain approval from supervisor prior to working overtime if non-exempt from the Fair Labor Standards Act (FLSA).
- Work cooperatively to achieve work unit and university goals and objectives.
- Conduct themselves at all times in a manner that supports the mission of their university and the performance of their duties.

Corrective and Disciplinary Actions

The Commonwealth's disciplinary system typically involves the use of increasingly significant measures to provide feedback to employees so that they may correct conduct or performance problems. It is designed to encourage employees to become fully contributing members of the organization and to enable universities to fairly, and with reliable documentation, terminate employees who are unable or unwilling to improve their conduct and/or job performance.

Counseling is *typically* the first level of corrective action but is not a required precursor to the issuance of Written Notices. Counseling may be an informal (verbal) or formal (written) communication which conveys that an employee's conduct or performance was improper and must be corrected. This level of corrective action would be appropriate for conduct and/or performance issues resulting in minimal impact to business operations, to the safety and well-being of others, or that involve minor infractions of policies or laws.

Counseling may be documented by a letter or memorandum, but not on the Written Notice form. Documentation regarding counseling should be retained in the supervisor's files, and not in the employee's personnel file, except as necessary to support subsequent formal disciplinary action.

When counseling has failed to correct misconduct or performance problems, or when an employee commits a more serious offense, management should address the matter by issuing a Written Notice. The offenses set forth below are not all-inclusive, but are intended as examples of unacceptable behavior for which specific disciplinary actions may be warranted. To assist management in the assessment of the appropriate corrective action, offenses are organized into three groups according to the severity of the misconduct or behavior.

Group I
Offenses in this category include acts of misconduct that have a relatively minor impact on university business operations but still require management intervention. Active Life of Notice: Two years from its date of issuance to the employee.

- Unsatisfactory attendance or excessive tardiness
- Abuse of state time, including, for example, unauthorized time away from the work area, use of state time for personal business and abuse of sick leave
- Use of obscene or abusive language
- Inadequate or unsatisfactory work performance
- Disruptive behavior
- Conviction of a minor moving traffic violation while using a state-owned or other public-use vehicle
- Violation of JMU Policy 1110 Alcohol and Other Drugs (considered a Group I offense depending on the nature of the violation)
- Violation of Virginia Department of Human Resource Management Policy 2.30 Workplace Harassment (considered a Group I offense depending upon the nature of the violation)
- Violation of JMU Policy 1302 Equal Opportunity (considered a Group I offense depending upon the nature of the violation)

Group II
Offenses in this category include acts of misconduct of a more serious and/or repeat nature that requires formal disciplinary action and that significantly impact business operations. Active Life of Notice: Three years from its date of issuance to the employee.

- Failure to follow a supervisor's instructions, perform assigned work or otherwise comply with established written policy
- Violating a safety rule where there is not a threat of bodily harm
- Leaving the work site during work hours without permission
- Failure to report to work as scheduled without proper notice to supervisor(s)
- Unauthorized use or misuse of state property or records
- Refusal to work overtime hours as required
- Committing a Group I offense when the employee has an active Group I Written Notice for the same offense in his/her personnel file
- Violation of JMU Policy 1110, Alcohol and Other Drugs (considered a Group II offense depending on the nature of the violation, such as the use of alcohol or unlawful use or possession of a controlled drug while on the job)
- Violation of Workplace Harassment Virginia Department of Human Resource Management Policy 2.30 (considered a Group II offense depending upon the nature of the violation)
- Violation of JMU Policy 1302, Equal Opportunity (considered a Group II offense depending upon the nature of the violation)

Group III
Offenses in this category include acts of misconduct of such a severe nature that a first occurrence normally should warrant removal. Active Life of Notice: Four years from its date of issuance to the employee.

- Absence in excess of three days without proper authorization or a satisfactory reason
- Falsifying any records, including, but not limited to, insurance claims, leave records, reports, vouchers, time records or other official state documents
- Willfully or negligently damaging or defacing state records, state property or property of other persons (including, but not limited to, employees, patients, students, supervisors and visitors)
- Theft or unauthorized removal of state records, state property or the property of other persons (including, but not limited to, employees, patients, students, supervisors and visitors)
- Gambling on state property or during work hours
- Fighting and/or other acts of physical violence
- Violating safety rules where there is a threat of physical harm
- Sleeping during work hours
- Participating in any kind of work slowdown or similar concerted interference with state operations
- Unauthorized possession or use of firearms, dangerous weapons, or explosives
- Threatening or coercing persons associated with any state agency (including, but not limited to, employees, patients, students, supervisors and visitors)
- Criminal convictions for illegal conduct occurring on or off the job that clearly are related to job performance or are of such a nature that to continue employees in their positions could constitute negligence in regard to universities' duties to the public or to other state employees

- Failure of an employee whose job requires carrying a firearm or authorization to carry a firearm to report conviction for a "misdemeanor crime of domestic violence"
- Violation of JMU Policy 1110 Alcohol and Other Drugs (considered a Group III offense depending on the nature of the violation, such as the use of alcohol or unlawful use or possession of a controlled drug while on the job)
- Violation of Workplace Harassment Virginia Department of Human Resource Management Policy 2.30 (considered a Group III offense depending upon the nature of the violation)
- Violation of JMU Policy 1302 Equal Opportunity (considered a Group III offense depending upon the nature of the violation)

Any action, which, in the judgment of the university, undermines the effectiveness of the university's activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section.

Equal Opportunity JMU Policy 1302

James Madison University does not discriminate and will not tolerate discrimination or harassment on the basis of age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status. Conduct by a member of the university community that constitutes discrimination or harassment on the basis of any protected class is a violation of university policy and is sanctionable.

Any applicant, employee, student, affiliate or visitor who feels that he or she has been the victim of discrimination or harassment by an employee, affiliate or visitor to the university may file a complaint about such discrimination or harassment with the Office of Equal Opportunity. See JMU Policy 1324.

Any member of the university community who feels that he or she has been the victim of discrimination or harassment by a student may file a complaint about such discrimination or harassment with the Office of Student Accountability & Restorative Practices.

Inquiries or requests for reasonable accommodations for disabilities may be directed to the activity coordinator, the Office of Disability Services, Human Resources or the Office of Equal Opportunity. See JMU Policy 1331.

Americans with Disabilities Act JMU Policy 1331

The university will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to university employment, university educational opportunities, and the university's programs and services. Persons with disabilities are held to the same standards of

conduct as other employees, students, or visitors and a disability will not excuse misconduct.

The Americans with Disabilities Act as modified by the ADA Amendments Act of 2008 (42 U.S.C. § 12,101 et seq.), and Section 504 of the Rehabilitation Act (29 U.S.C. §791, et seq.) prohibit discrimination against a person with a disability in the offer or conditions of employment, and in the participation or furnishing of services. The university is obliged to provide reasonable accommodations to enable qualified individuals with disabilities to perform a job, participate in a class, or participate in other university functions. For information on ADA and support available at JMU, visit Disability Services, Disability Resources Committee or Office of Equal Opportunity.

Questions, assistance or violations related to these policies should be directed to the university's Office of Equal Opportunity at (540) 568-6991.

Also see Sexual Misconduct Resources and Ending Discrimination and Sexual Harassment online training module.

Alcohol and Other Drugs JMU Policy 1110

The purpose of this policy is to comply with relevant laws related to the abuse of alcohol and controlled substances and help provide for a healthy and safe university community for employees, students, the local community and campus visitors. In addition, it is the intent of the university to offer support and possible solutions to employees who are struggling with alcohol or other drug-related problems. University employees with problems related to the use of alcohol or other drugs are encouraged to seek counseling or other treatment assistance.

The following acts by university employees are prohibited under this policy:

- the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace;
- impairment in the workplace from the use of alcohol or other drugs;
- failure to report an arrest for any offense related to criminal drug laws or alcoholic beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or off the workplace to your supervisor or designee within 72 hours of an arrest;
- The criminal conviction for a(n):
    - violation of any criminal drug law, based on conduct occurring either on or off the workplace; or
    - violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based on conduct occurring either on or off the workplace; or
    - employee’s failure to provide a written report, within five calendar days, of the conviction for any offense described above to his or her supervisor.

Any employee who commits any prohibited act shall be subject to the full range of disciplinary actions pursuant to applicable disciplinary policies, up to and including, termination, e.g., the Standards of Conduct and Performance policy 1317. The severity of the disciplinary action chosen must be decided on a case-by-case basis depending on the circumstances of each case. Among the mitigating circumstances that may be considered is whether the employee voluntarily admits to and seeks assistance for an alcohol or other drug problem.

Supervisors are encouraged to assist employees seeking counseling. They should consult Human Resources and/or the Employee Assistance Program for managing treatment of behavioral health and substance abuse conditions.

- The Employee Assistance Program covers medically necessary behavioral health services under all insurance plans.
- Eligible services must be pre-authorized.
- Referral from a Primary Care Physician is not necessary.
- Not all programs are licensed, accredited or covered under employees' health coverage. Other state agencies offering assistance and referral information are the Department of Behavioral Health and Developmental Services, the Department of Health, the Department of Rehabilitative Services, and /or Virginia Office for Protection and Advocacy.

With the approval of the appropriate vice president or designee, university employees may be granted leave of absence (leave without pay if no leave balances are available) from work to participate in rehabilitation programs for treatment of alcohol and/or other drug problems. Information regarding an employee's enrollment in an Employee Assistance Program or an alcohol and/or other drug rehabilitation program shall only be disclosed with the employee's permission or when the university determines that disclosure is necessary for the efficient operation of the university.

Also see Alcohol and Other Drugs employee and supervisor online training modules and Workplace Substance Abuse Management for Supervisors workshop.

Mandatory Reporting of Suspected Child Abuse or Neglect JMU Policy 1406

Code of Virginia §63.2-1509 expanded the scope of who is required to report suspected child abuse or neglect. The following persons have been included and, in their professional or official capacity, are required by state law to report suspected child abuse or neglect within 24 hours to the local department of Social Services:

- Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team. At JMU this would include volunteers or paid employees who are working at a camp sponsored by an outside entity, but held on the JMU campus.
- Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs. At JMU this includes

employees of UREC, the JMU Young Children's Program, Parent's Night Out and other camps, sponsored by and held in a JMU owned or operated facility.
- Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client. At JMU, this includes ALL JMU EMPLOYEES.

JMU Policy 1406 includes methods and steps of reporting such suspected abuse or neglect as outlined below:

1. Reports of suspected child abuse or neglect must be submitted by the employee to the Department of Social Services in the locality in which the child resides or where the abuse or neglect is believed to have occurred, or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline (800) 552-7096.
2. JMU employees may also report suspected child abuse or neglect to their supervisors or other university officials, including Public Safety (540) 568-6912, Human Resources (540) 568-6165, or a member of their department's administration. Such an internal report will relieve the employee of the responsibility of reporting the matter to Social Services if the employee received the information in the course of his or her professional services to the university. In that case, the internal report made by the employee to the supervisor, public safety officer, or department head shall be forwarded immediately by the university official receiving the internal report to HR.

If you have any questions regarding your requirement to report or matters related to the policy, contact HR at humanresources@jmu.edu.

Smoking Regulations JMU Policy 1111

Smoking is not permitted within buildings, facilities, structures, or vehicles owned, leased or rented by the university, including parking garages, covered walkways, temporary enclosed structures, trailers and tents, as well as structures placed on state-owned property by contractors or vendors. This includes individual offices. Smoking is permitted outdoors on university grounds, plazas, sidewalks, malls and similar open pedestrian-ways, unless such areas are designated as non-smoking areas, provided smokers are 25 feet or more in distance away from an entrance, exit, outdoor air intake, or operable window of any facility, including parking garages. Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material waste.

Prohibition of Weapons JMU Policy 1105

Carrying, maintaining or storing a weapon, concealed or otherwise, on any property owned, leased or controlled by the university is prohibited.

Violence Prevention JMU Policy 1115

The university is committed to providing a safe and secure environment for all of the members of the community.

Also see Preventing Workplace Violence employee and supervisor online training modules.

Conflict of Interest JMU Policy 1106

A conflict of interest occurs when a university employee or officer, or a member of his/her immediate family has a personal interest, or benefits or suffers from his/her participation in a contract or transaction considered by JMU.

Prohibited Conduct

- No JMU employee or officer shall accept money, solicit money or any other thing of value for services performed within the scope of that employee or officer's official duties, except the compensation, expenses or other remuneration paid by the university.
- No JMU employee or officer shall accept or offer any money or any other thing of value for or in consideration of obtaining an appointment, employment or promotion of any person within any governmental or advisory agency.
- No JMU employee or officer shall offer or accept any money or any other thing of value for or in consideration of the use of that employee or officer's public position to obtain a contract for any person or business with any governmental or advisory agency.
- No JMU employee or officer shall use, for his or her own economic benefit or that of another party, confidential information that she or he acquired by reason of his or her public position and which is not available to the public.
- No JMU employee or officer shall accept any business or professional opportunity, favor, gift, loan, money or service that reasonably tends to influence him or her in the performance of his or her official duties.
- No JMU employee or officer shall accept any business or professional opportunity when that employee or officer knows that there is a reasonable likelihood that the opportunity that is being afforded will influence him or her in the performance of his or her official duties.
- No JMU employee or officer shall accept a gift from a person who has interests that may be substantially affected by the performance of that employee or officer's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question that employee or officer's impartiality in the matter affecting the donor.
- No JMU employee or officer shall accept gifts from sources on a basis so frequent as to raise an appearance of the use of his or her public office for private gain.

Also see Conflict of Interest online training module.

The University Policy Committee website is a resource to research policies that have a broad impact on the university's people and processes.

Conflict Resolution Resources

Employee Mediation Services JMU Policy 1404

Issues affecting a working relationship can successfully be addressed through mediation. Any issues that a good open talk would help resolve is appropriate for mediation. During these facilitated conversations, participants find common ground and explore possible solutions to the problem(s). Visit JMU's Employee Mediation Services website to learn more about mediation and conflict resolution techniques.

Office of Employment Dispute Resolution (EDR)

The Office of Employment Dispute Resolution in Richmond, Virginia is another resource for employees concerning work-related problems and provides a number of resolution tools to address workplace conflicts constructively.

State Grievance Procedure

Non-probationary, classified employees have access to the Grievance Procedure to address work-related complaints or disputes. This formal process is administered through the Office of Employment Dispute Resolution in Richmond, Virginia. When informal methods do not lead to a settlement of differences, the formal Grievance procedure may be the next step in conflict resolution.

Some examples of issues which may be grieved include:

- disciplinary actions including dismissals, demotions, and suspensions
- misapplication of personnel policies, procedures, rules, regulations, ordinances, and statutes
- discrimination as a member of a protected class
- retaliation for participating in the grievance process
- retaliation for reporting a violation of law
- arbitrary or capricious performance evaluations

Whenever possible, the university encourages employees to discuss concerns with their immediate supervisor, or in certain cases with upper management, to seek solutions to work-related problems. Employees are encouraged to contact their HR Consultant for assistance in workplace dispute resolution, JMU's Employee Mediation Services, and for assistance with understanding and using the state's Grievance Procedure. For additional information on the Grievance Procedure visit EDR's website or contact an EDR consultant at (888) 232-3842.

Non-probationary Campus Police Officers may seek an alternative process to EDR's Grievance Procedure to address complaints within their department. Campus Police Officers may contact their HR Consultant for assistance with either process.

Also see Understanding & Using the Grievance Procedure online training module and workshop and Workplace Dispute Resolution online training module.

Employee Assistance Program (EAP)

The Employee Assistance Program is a confidential assessment, referral, and short term problem-solving service available to all employees and qualified members of their households through the employee's health plan.

Sexual Misconduct Resources

Any employee or student who feels that he or she has been the victim of, or has witnessed **Harassment**, sexual **Abuse** or violence, **Retaliation** or **Discrimination** by an employee, student, affiliate or visitor to the university should seek immediate assistance.

Safety in the Workplace

James Madison University strives to provide all employees with a working environment that is free from recognized health or safety hazards. JMU' s Office of Public Safety strives to improve the quality of life of those we serve by developing partnerships with the university community so that together we can effectively address issues and concerns. Our primary goal is to maintain a secure environment with equal protection under the law and to provide dedicated service for all persons living, working, and visiting with the university.

The Safety Coordinator, through the Office of Public Safety Risk Management office, conducts safety surveys and inspections, investigates fires and hazardous materials spills, and provides awareness training in all aspects of environmental and workplace safety and health. The office works closely with the Harrisonburg Fire Department, the Virginia State Fire Marshal's office, the state's Offices of Risk Management, Waste Management, and Occupational Safety and Health, and safety equipment service contractors.

The James Madison University Police Department has received accreditation from the Virginia Law Enforcement Professional Standards Commission after an in-depth review of every aspect of the agency's organization, management, operations, and administration to assure the highest standards are practiced. The JMU police have the authority to enforce all regulations and laws, both of the University and of the Commonwealth of Virginia, within their jurisdiction which includes a core campus of 721 acres and 148 buildings which includes all university-owned, -leased or -controlled property, the adjacent streets and sidewalks and expanded off-campus jurisdiction

within designated neighboring areas of the City of Harrisonburg through a concurrent jurisdiction agreement. Police officers are members of a patrol division, an investigative division or an operations division. Patrol officers patrol the campus 24 hours a day, seven days a week while enforcing state statutes along with regulations of the university, protecting property, and responding to reported criminal incidents and traffic concerns. Four patrol officers and a sergeant are also Joint Task Force officers which augment the Harrisonburg Police Department in the surrounding extended patrol jurisdiction of JMU Police Department in the off-campus student housing areas adjacent to campus. The forensic unit consists of evidence gathering response personnel that work in concert with investigators which handle reported cases that require in-depth follow-up investigations. The operations division provides for the coordination of communications, crime prevention/analysis, and special events coordination to ensure appropriate levels of supervision, personnel, security, and traffic control are provided to ensure safety at these venues and provide for emergency situations that may arise. University police officers are graduates of state-affiliated regional criminal justice training academies and are required to complete 40 hours of in-service training biennially. All are certified by the State Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and certification at the firing range.

The JMU Police Department utilizes automatic external defibulators (AEDs) in the field. All sworn personnel within the department have been trained on the proper use of AEDs and basic life support techniques (cardio-pulmonary resuscitation - CPR).

The James Madison University Police Department has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation to the JMU community. All crimes or emergencies that occur on the campus of JMU should be reported to the JMU Police through the communications unit for response and documentation. This can be done in person at Anthony-Seeger Hall or by telephone. The on-campus emergency number, (540) 568-6911, directly connects to the JMU Police Department and should be used when fire, police or medical response is required. It should be noted that when using a mobile telephone to call university police, callers should dial (540) 568-6911 as dialing 9-1-1 directly may route them to another agency. If you should be routed to another agency, you need to advise them of your specific location at James Madison University so that they may relay this information to the JMU Police Department communications center. The police department also utilizes another emergency number (540) 442-6911 that can be accessed if the JMU telephone network becomes disabled. For information, escort services and other non-emergencies, students and employees should dial (540) 568-6913. Emergency telephones are located across campus to include parking lots and other remote areas. These telephones are housed in highly visible yellow call boxes and feature one-button speed dialing for instant communication with the JMU Police with the location of the activated telephone automatically identified to the police communications staff. If you

feel that a crime has been committed against you, you have witnessed a crime in progress, or that you have information about a crime that has occurred, please contact the JMU Police Department.

All members of the JMU community are instructed to notify the JMU police of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of students, staff and visitors to the campus.

The Office of Public Safety website located at http://www.jmu.edu/pubsafety/ provides information on crime prevention, emergency notification procedures, and emergencies such as hostile intruders and suspicious packages and provides links to other resources. The Comprehensive Safety Plan which can be accessed at http://www.jmu.edu/pubsafety/safetyplan.shtml provides additional information.

The Annual Security Report and Fire Safety Report can be located at "Your Right to Know". It contains safety and security-related policy statements, safety information, and crime statistics for the most recent three-year period.

A copy of the JMU Annual Security Report and Annual Fire Safety Report for the Harrisonburg campus and the three overseas branch campuses; Florence, Antwerp, and London, are available upon request.

The Annual Security Report includes statistics for the most recent three-year period of reported crimes, including “hate” motivated crimes, that occurred on campus, in certain off-campus buildings or property owned or controlled by JMU or its affiliates, and on public property within, or immediately adjacent to and accessible from the campus. This report also includes information regarding the law enforcement authority of the university police; means of immediate notification of students and staff upon confirmation of a significant emergency on campus; protocols for students missing more than 24 hours including voluntary student contact information in cases where the student is missing along with missing person investigation procedures; policies concerning campus security, information on crime prevention, alcohol and drug use, sexual assault, the state sex offender registry and the reporting of any crimes that may occur on the campus.

The Annual Fire Safety Report includes campus housing fire statistics for the most recent three-year period; a description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; policies or rules on portable electrical appliances, smoking, and open flames in student housing; procedures for student housing evacuation in the event of fire; policies regarding fire safety education and training programs provided to the students, faculty, and staff; procedures that students and employees should follow in the case of a fire; a list of the titles of each person or organization to which students and employees should report that a fire occurred; and plans deemed necessary for future improvements in fire safety.

You can obtain a copy of any of these reports by contacting the Office of Public Safety, MSC 6810, James Madison University, Harrisonburg, VA 22807 or request that a copy be mailed to you by calling (540) 568-6769 or (540) 568-6913. This information is also available electronically by clicking on the "Your Right to Know" link http://www.jmu.edu/pubsafety/righttoknow.shtml.

Although JMU works hard to ensure the safety of all individuals within its community, the individual must also take responsibility for their own personal safety and that of their personal belongings. Our goal is a campus community that is informed, aware, and alert; all sharing the responsibility of making the JMU campus a safe place to study, work and live

Thank you and stay safe!

Leaving Employment

Please refer to HR's website for exit process details.

Classified Employee Handbook Revision Date: August 2014

Please direct Employee Handbook questions, comments, and updates to Cathy Thomas, JMU Human Resources Communication, Policy and Compliance, thomasce@jmu.edu, or (540) 568-3967.