

Classified Employee Handbook



*Prepared by the Office of Human Resources
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[HR Director's Welcome](#)

[Full-time, Classified Employment](#)

[JMU Job Opportunities](#)

[JMU Identification Card \(JACard\)](#)

[Direct Deposit, Deductions and Pay](#)

[Parking](#)

[Information Technology](#)

[Attendance and Work Routine](#)

[University Closings, Class Cancellations & Exam Postponements Due to Inclement Weather or Emergencies](#)

[Leave Benefits](#)

[University Holidays](#)

[Health Benefits](#)

[Employee Assistance Program](#)

[Life Insurance](#)

[Retirement Benefits](#)

[Fringe Benefits](#)

[Computing Workshops](#)

[Training and Development](#)

[Environmental Stewardship and Sustainability](#)

[Dukes at Work - Policy Summary Acknowledgement](#)

[Additional Key Policies and Procedures](#)

[Conflict Resolution Resources](#)

[Sexual Misconduct Resources](#)

[Safety in the Workplace](#)

[Leaving Employment](#)



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 Policy Committee's website](#) to research policies that have a broad impact on the university's people and processes. The UPC ListServ is a great way to stay informed on new and revised policies.

An opt-in feature allowing you to join the ListServ is available on the Home and Ask Questions pages at <http://www.jmu.edu/JMUpolicy>.

As a result of subscribing to the ListServ, employees receive notices when:

- 1) Policies are updated
- 2) Policies are posted for public review
- 3) The semi-annual policy change notification report has been posted on the site

This is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in the Classified 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 the [HR Update](#), an employee-centered, electronic newsletter viewable in Adobe Spark or as a pdf. .
- ✓ 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.
- ✓ New employees are automatically added to the New Employee ListServ; one of many ways Human Resources provides you with JMU community information beyond what you may have already learned and experienced through HR's Dukes at Work onboarding program.

Wondering who to call with specific questions? See [Services We Provide](#) 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.

[Return to index](#)

Full-time, Classified Employment

Probationary Period [JMU Policy 1322](#)

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 with or without cause, and without access to the [State Grievance Procedure](#).

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 six additional months for performance reasons, if an employee is absent for an extended period, or if an employee moves to another position within the last six months of the 12-month period.

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 typically effective November 25 of each year or at a time determined 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)

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.

Performance Evaluation Process [JMU Policy 1305](#)

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 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, High Contributor, Contributor, Moderate Contributor, or Below Contributor. The performance evaluation form is used for both the employee self-evaluation and the annual performance evaluation. In conjunction with the performance evaluation, an Individual Professional Development Plan (IPDP) is created. 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.

Salary increases for performance (merit increases), if funded, are typically effective November 25 of each year or at a time determined by the General Assembly.

[Return to index](#)

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 JMU Policy [1317](#)- Standards of Conduct and Performance for Classified Employees, employees are expected to obtain approval from their supervisor prior to accepting outside employment. Also, in accordance with JMU Policy [1106](#)-Conflict of Interests, 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.

[Return to index](#)

JMU Identification Card (JACard)

The James Madison University Access Card (JACard) is the employee's official JMU identification card. Please remember to carry your JACard with you at all times while on campus.

- [Mobile ID](#) has come to JMU-Supplement to your JACard for goods and services
- FLEX declining balance accounts- For purchases while on campus and many off campus locations
- Employee Meal Plans- 15 or 50 Block plans-payroll deduction available
- Location- 2nd floor of the Student Success Building
- Phone- 540-568-6446
- Hours of Operation- Monday-Friday, 8 a.m.-5 p.m.- closed for JMU holidays
- Web Site with all the details- www.jmu.edu/cardctr

[Return to index](#)

Direct Deposit, Deductions and Pay – Classified Employees

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's website](#) for additional payroll information and to view their pay calendar and deadlines.

[Return to index](#)

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.

[Return to index](#)

Information Technology

Information technology is an essential element of employee life at JMU—enabling research, collaboration, and day-to-day job activities. JMU's Information Technology (IT) department delivers and supports the university network and telecommunications systems as well as a variety of other systems and services that make your work possible. Descriptions of these services are available on the IT website at www.jmu.edu/computing. A “quick start” is also available at www.jmu.edu/computing/quick.

Electronic Identity (e-ID)

To access many of JMU's services and systems, employees use their JMU electronic ID (e-ID). IT creates the e-ID automatically when an individual begins employment. 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. Employees also use their e-ID to access JMU electronic mail and other university systems such as Human Resources, Student Administration, University Advancement, and Finance to perform job-related functions. Other than email and MyMadison (for which access is enabled as part of the employee on-boarding process), access to individual JMU systems is generally granted based on job requirements. Employees should work with their supervisor to determine the access they need and submit requests for any additional access needed.

Network Access

Information Technology operates a high-speed network to provide internal communications and Internet access for the JMU Community. The network provides for both wired and wireless

connections. Employees register devices, log on to their office workstations and connect to the university's wireless network using their e-ID. While some JMU systems/services are available directly from the Internet from anywhere in the world, others require use of JMU's SSL VPN for off-campus access. Certain JMU systems that require enhanced security also require use of two-factor authentication and/or use of JMU's Virtual Desktop Infrastructure (VDI) for off-campus access. Employees requiring off-campus access to such systems require special authorization approvals. The Project Initiation Request (PIQ) is used to submit these requests. For information about how to use the SSL VPN service or requirements for accessing specific systems remotely, refer to the IT computing website. Employees requiring network file storage should request access through their supervisor.

Electronic Communications

JMU provides each employee with an electronic mail account and considers electronic mail an official means of communication for employees. University policy requires employees to use their university account for all official university business and to check their university email on a frequent basis. Other electronic communications and collaboration services (Skype for Business, SharePoint, WebEx) are also available by using the e-ID.

Responsibilities

Employees must use the university's technology resources (systems, network, etc.) in a manner consistent with the JMU mission and in compliance with state and federal law. Individual employees are responsible for any activities performed using their e-ID and for the privacy and security of any data accessed. Therefore, it is imperative that employees keep their e-ID password completely private and not share it with anyone. JMU will never ask for your password via email.

Employees are required to comply with all university policies. For information on information technology-specific policies, see the 1200 section of the JMU Policy Manual at www.jmu.edu/JMUpolicy. More specifically, for expectations regarding appropriate use, employees should read the Appropriate Use of Information Technology Resources JMU Policy 1207.

MyMadison

A link to MyMadison, your gateway to JMU employee and student self-service, is located in the Login section of the Faculty/Staff page available from JMU's main website, www.jmu.edu. After logging in with your e-ID and password, you can access a tutorial that explains the different ways MyMadison can be customized with frequently used links and resources. Depending on your affiliation with the university, you may also see a Student tab, Applicant tab, Advisor or Instructor tab in addition to the Employee tab.

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

- view 1500-hour information
- view pay slip and other compensation
- complete/change tax forms and direct deposit forms
- enroll in training
- view training summary
- include a nickname
- change one's home address
- update office/campus directory and emergency contact information
- request university emergency notification on one's cell phone
- self-identify disability and/or veteran status
- maintain a personal record of learning and development achievements

The MyAccounts tab provides:

- password changes
- security awareness training – required each 90 days at password change

The MyServices tab provides:

- Campus Card balances

Employee, student and applicant functions are also available via mobile device. When accessing MyMadison from a mobile device, employees will be provided the mobile view. The full site is available on the main page. Mobile is also available at mm.jmu.edu.

Most functions available via the full MyMadison site are available through the mobile version. Exceptions include direct deposit view and setup.

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.

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.

[Return to index](#)

Attendance and Work Routine

Late Arrivals or Absences

Occasionally, unplanned circumstances may occur that cause employees to arrive late or to miss work. 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 whom to contact should the supervisor not be available. Failure to report a late arrival or absence according to the university/departmental requirements may result in disciplinary action.

For information on late arrivals or absences due to inclement weather, refer to JMU Policy [1309](#), University Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies.

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 JMU Policy [1317](#)-Standards of Conduct and Performance for Classified Employees.

Recording Time/Attendance

In accordance with the Fair Labor Standards Act (FLSA), employers must maintain an accurate record of hours worked for each covered, non-exempt worker. This information includes regular hours worked, leave taken, leave without pay, overtime/compensatory hours earned, and regular days off. For recording purposes, non-exempt employees are provided with a [Time and Attendance Record](#). At the end of the leave year (January 9), employees must submit a

completed record to Human Resources. 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 the Fair Labor Standards Act (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 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 or during inclement weather closures.

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.

[Return to index](#)

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 classified 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 (FLSA) for the excess time worked (overtime pay/leave) provided you are in a non-exempt classification.

Designated classified 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 classified 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 classified 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](#).

[Return to index](#)

Leave 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)

When an employee takes leave time that was requested but not approved, the employee will be subject to the following actions:

- the absence will be designated as unauthorized;
- the employee will not be paid for the time missed;
- because the employee has experienced a Time Loss, he or she will not accrue annual or traditional sick leave for the pay period(s) when the absence occurred; and
- the agency may also take disciplinary action under Policy [1317](#)-Standards of Conduct and Performance for Classified Employees.

When an employee missed work and they do not have leave in their leave balances to take, the employee will be subject to the following actions:

- the employee will not be paid for the time missed; and
- because the employee has experienced a Time Loss, he or she will not accrue annual or traditional sick leave for the pay period(s) when the absence occurred.

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 or 24 work hours 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 three workdays or 24 work 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 the leave coordinator at 540/568-3974.

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.

Personal Day

An eight-hour personal day is granted by the university to all classified employees on January 10 of every leave year (or the first day of employment for new hires). It is considered an 8-hour floating holiday. The personal leave day must be used in the full eight-hour increment by January 9 of the leave year or will be lost. Unused hours are not paid out upon separation.

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.

[Return to index](#)

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.

[Return to index](#)

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 the life event date or the receipt of the enrollment form, whichever is later. 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 (FSA)

Enrollment in a flexible spending account (FSA) allows for deductions prior to state and federal taxation for qualified medical and dependent care expenses. In a medical FSA, 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 medical FSA each plan year is \$2,550. The minimum contribution each pay period is \$10.

The dependent care FSA 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 Plan - provides benefits for any accident
- Cancer Plan - features a first occurrence benefit, hospital confinement and outpatient benefits
- Intensive Care Plan - provides coverage for a stay in intensive care for any sickness or accident
- Hospital Protection Plan – provides payment for any sickness or injury that requires hospital confinement.
- Critical Care Plan – 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 Virginia 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 daycare 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](#) 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 a Benefits Specialist, benefits@jmu.edu, or 540/568-3593 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 Sentara RMH 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.

Workers' Compensation/Restricted Duty

When possible, JMU will provide altered or restricted duty when prescribed by a Panel Physician. Restrictions are evaluated on an individual basis, and revisited periodically to confirm effectiveness.

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

[Return to index](#)

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.kp.org/commonwealthofvirginia/>

[Return to index](#)

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 specialist at benefits@jmu.edu, or 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.

[Return to index](#)

Retirement Benefits

Virginia Retirement System (VRS)

Newly hired, full-time, classified employees, who have no previous VRS service credit, are automatically enrolled in the Virginia Retirement System Hybrid Recruitment Plan. 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 limit) deducted and placed into a 403(b) or a 457 account. If interested in participating in a supplemental retirement account,

please contact a benefits specialist at benefits@jmu.edu, or 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 to 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.

[Return to index](#)

Fringe Benefits

Tuition Waiver [JMU Policy 1402](#) and [JMU Policy 1405](#)

The university offers a waiver of tuition (undergraduate and graduate) to its full-time 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.

Questions regarding waiver of tuition may be directed to a benefits specialist at benefits@jmu.edu or 540/568-3593.

Also see HR's [Employee Tuition Assistance website](#).

Work-Related Education or Training from an External Source [JMU Policy 1401](#)

In support of the university's commitment to professional development of faculty and staff, the university may authorize reimbursement to full-time employees for the tuition of work-related education or for the costs of certain work-related training programs taken at other institutions.

This policy is designed to aid full-time employees who are expected to continue employment with the university for a period that will justify such educational assistance.

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 offered through the state CommonHealth plan may be dependent upon enrollment in the state health benefits plan.

JMU CommonHealth offers campus specific campaigns and initiatives throughout the year related to all areas of wellness. The initiatives presented through JMU CommonHealth are open to all employees regardless of status or classification. For more information about CommonHealth, please visit:

<http://www.jmu.edu/humanresources/benefits/commonhealth.shtml>.

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

Work/Life Balance and Wellness

See employee discounts and perks programs and more work/life and wellness benefits and resources for employees at <http://www.jmu.edu/humanresources/benefits/work-life-wellness/index.shtml>.

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.

UREC is a multi-level fitness and wellness center with 278,515 square feet of activity space, currently undergoing renovations. UREC is located on the East side of campus, near the Convocation Center. Building highlights include a 33-foot climbing wall, eight racquetball courts, three multi-activity gyms, two indoor tracks, fitness and cardio theatre, indoor aquatics center, adventure center, demonstration kitchen, locker rooms, wellness suite, equipment center, two outdoor courtyards, and six group exercise studios. UREC also houses equipment centers 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.

Contact University Recreation for facility access information, hours of operation, program information, and facility reservations 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 students and 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](#)

Visit <http://www.jmu.edu/transportation/> for transportation and parking information. Information about break shuttle bus services can also be found there.

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. Faculty/Staff meal plans are also available. Dining locations, [map](#), meal plan information and menus can be found at the [Dining with JMU website](#).

Mail Service

A fully functional post office serving the entire JMU community is located on the second floor of Madison Union 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 Service drop boxes located throughout the university. Mail Service is able to assist with any size mailing 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 university employees are eligible to participate in the Computer Loan Program. This is an interest free loan available to purchase hardware, software, or other computer accessories. All merchandise must be purchased from the university Bookstore. The loan amount cannot exceed the purchase total and the repayment period must be within 24 months.

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.

[Return to index](#)

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.

[Return to index](#)

Talent 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.

JMU Talent Development focuses on learning areas which assists each of us in reaching our own potential and helps us to work more effectively with others. Talent Development offers a wide variety of personal and professional development opportunities which are provided **free of charge** to JMU Administrative & Professional faculty, Professional Librarians, classified staff and wage employees.

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

Talent Development specializes in workshops and departmental retreats that focus on:

- Communication
- Customer Service

- Supervision/ Management
- Administrative Skills
- Team Building
- 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/talentdevelopment>.

[Return to index](#)

Environmental Stewardship and Sustainability

Sustainability is included in the university's strategic plan, The Madison Plan: 2014-2020, and environmental stewardship is an important part of our culture. You can take pride in the fact that JMU is one of the 361 most environmentally responsible colleges according to *The Princeton Review*. The university has also received accolades from The League of American Bicyclists as a Bicycle Friendly University (Bronze designation) and earned Governor's Environmental Excellence Awards.

Clearly, JMU is committed to providing you with a healthy environment in which to work and thrive, and every individual plays an important role in our efforts. There are many opportunities for you to learn, think critically and contribute, including:

- Act as an environmental steward. Enroll in [training](#) regularly offered through JMU's Talent Development department. Carefully review and follow the [energy use](#), [recycling](#) and [sustainable procurement](#) policies, which include guidelines for daily office operations.
- Use employee tuition waiver benefits to take a [sustainability course](#) or to explore [environmental courses, majors, concentrations and minors](#).
- Participate in the many [guest presentations and activities](#) that JMU hosts. For example, be a [faculty/staff Learning Partner](#) on an Alternative Break service trip.
- See our beautiful campus from a different perspective. [Tour 20 sites](#) on campus to learn how facilities, both indoor and outdoor, are being connected with environmental stewardship and learning.
- Read about our institution's environmental, social and economic performance in [JMU's report](#) to the Sustainability Tracking, Assessment & Rating System™ (STARS).

For more information, visit the Office of Environmental Stewardship and Sustainability at www.jmu.edu/stewardship.

[Return to index](#)

Dukes at Work - Policy Summary Acknowledgement

Your orientation to JMU policy, practices and compliance began with a review of some key policies which you may wish to review as time permits or when a need arises for more information related to:

[DHRM 1.75-Electronic Communications and Social Media](#)

[1105-Prohibition of Weapons](#)

[1106-Conflict of Interests](#)

[1110-Alcohol and Other Drugs](#)

[1115-Violence Prevention](#)

[1324-Discrimination and Harassment](#)

[1331-Disabilities and Reasonable Accommodations](#)

[1406-Reporting Suspected Child Abuse or Neglect](#)

[1603-Reporting Fraud, Waste and Abuse](#)

[4502-Collection of Debts Owed by Employees to the University](#)

[*Return to index*](#)

Additional Key Policies and Procedures

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](#).

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.

Americans with Disabilities Act

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](#) or [Office of Equal Opportunity](#).

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](#).

Smoking Regulations [JMU Policy 1111](#)

JMU defines smoking as the carrying or holding of any kind of lighted smoking equipment, or device; or the lighting, inhaling, or exhaling of smoke or vapor from a pipe, cigar, cigarette, e-cigarette or any other smoking device of any kind.

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.

Additional JMU policies may be found on the University Policy Committee's website at <http://www.jmu.edu/JMUpolicy/index.shtml>.

[Return to index](#)

Conflict Resolution Resources

Employee Mediation Services [JMU Policy 1404](#)

Issues affecting a work or workplace relationship can be addressed through mediation.

Mediation is a process that is designed to encourage open conversation and understanding between parties. Participants are encouraged to have open and honest discussion, determine and clarify issues and cooperatively establish steps towards achieving positive outcomes.

Some examples of common issues for mediation include:

- Conflict with a supervisor or co-worker
- Issues surrounding a grievance
- Communication difficulties

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 employee 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 written notices, dismissals, demotions, and suspensions
- Misapplication of policies, procedures, rules, regulations, ordinances, and statutes
- Discrimination as a member of a protected class
- Retaliation
- 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.

Information regarding online training modules and in-person training for Understanding and Using the Grievance Procedure can be found under the [Compliance Trainings](#) section of the Human Resources website.

Employee Assistance Program (EAP)

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

EAP counselors are available to assist employees with issues related to:

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

[Return to index](#)

Sexual Misconduct Resources

Sexual misconduct that includes sexual and gender-based harassment, sexual assault, and other forms of inter-personal violence, are forms of sex discrimination and therefore prohibited under Title IX. Title IX compliance and reporting at JMU is managed by the [Title IX Office](#). This office also oversees the university's efforts in understanding campus climate regarding sexual misconduct and provides campus-wide education and training on Title IX. On their website you can learn more about

- [Title IX](#)

- [JMU complaint procedures](#)
- [Title IX Officers](#)
- [JMU campus resources](#)
- [Title IX training](#)

Amy Sirocky-Meck serves as the university's Title IX Coordinator. The Title IX Coordinator and the Title IX Officers can provide guidance to survivors on reporting options, both informal and formal, gather information, and provide for interim measures and resolutions.

[Return to index](#)

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, 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 along with safety equipment service contractors.

The Transportation Demand Manager, through the Office of Public Safety Transportation Demand Management, collects traffic count data on major roads in and around the JMU campus, makes recommendations concerning safety improvements involving signage, traffic flows, and lane markings, facilitates University orientation and educational programs and coordinates with other University departments to implement alternative transportation modes such as bicycling and alternative fuel vehicles.

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 and has received reaccreditation. The JMU Police have the authority to enforce all regulations and laws, both of the University and of the Commonwealth of Virginia, along with federal statutes within their jurisdiction which includes a core campus of 785 acres and 138 buildings which includes all university-owned, -leased or -controlled property, and the adjacent streets and sidewalks. The JMU Police Department has entered into a Memorandum of Understanding with the Harrisonburg Police Department which allows duly sworn, on-duty officers employed by the James Madison University Police Department

jurisdiction to enforce city ordinances along with laws within the city limits of Harrisonburg. Four patrol officers and a sergeant are also members of the Harrisonburg/JMU Joint Patrol Task Force which augment the Harrisonburg Police Department in the surrounding off-campus student housing areas adjacent to campus.

JMU 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 defibrillators (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).

JMU police officers patrol the campus 24 hours a day, seven days a week. Upon notification of a criminal activity, emergency, or request for assistance, the James Madison University Police Department has the responsibility of responding to, and summoning the necessary resources to assist, mitigate, investigate, and document the incident. The call will initiate a response from the JMU Police Department, immediate or otherwise, as dictated by the nature of the incident. The responding officer will assess the reported incident and will arrange for necessary resources to include but not be limited to crime investigation, victim services, medical services or the utilization of other available resources. Criminal actions will be thoroughly documented in an appropriate report. Investigators handle reported cases that require in-depth follow-up.

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. The JMU Police Communications Center can also be reached directly using the LiveSafe App. Information on the LiveSafe App can be found at http://www.jmu.edu/publicsafety/resources_livesafe.shtml . It can be downloaded onto a

smart phone and allows users to share information, tips, and safety concerns with police via text messaging, including picture, video, and audio attachments, or even through live chat. Stay anonymous anytime, or send your caller ID and location to police immediately when you call or message for help, allowing faster response times.

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/publicsafety/index.shtml> provides information on crime prevention, emergency notification procedures, and emergencies such as hostile intruders and suspicious packages and provides links to other resources.

The JMU Police Department is responsible for compiling the Annual Security and Fire Safety Report. The Annual Security and Fire Safety 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 report also 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.

A copy of the JMU Annual Security and Fire Safety Report for the Harrisonburg campus also includes the three overseas branch campuses; Florence, Antwerp, and London. It is available upon request. You can obtain a copy 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/publicsafety/clerycompliance/righttoknow.shtml>

Although JMU works hard to ensure the safety of all individuals within its community, each 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!

[Return to index](#)

Leaving Employment?

See [Separating Full-Time Employment](#) for important steps to be taken before an employee leaves the university.

Classified Employee Handbook Revision Date: April 2017

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