Wage Employee Handbook

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JAMES MADISON UNIVERSITY.

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 web page. 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

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.

Introduction

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

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

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

Wage Employment JMU Policy 1325

Wage employment is employment within the university to meet part-time, temporary or seasonal needs. Wage employees are limited to working no more than 1,500 hours during each twelve-month period of May 1-April 30. In addition, wage employees may

not exceed an average of 29 hours per week over the standard measurement period, May 1- April 30 of each year. Supervisors may allow wage employees to temporarily exceed the 29 hours per week limit provided this exception is planned for and approved by Human Resources.

Wage employees are at-will employees. An at-will employee may resign from work or be terminated from work, with or without cause, with or without severance, or without advance notice.

Wage employees are expected to satisfactorily perform all assigned duties. While wage employees are not subject to formal performance evaluations, managers and supervisors will monitor wage employee performance and provide informal performance evaluation and coaching as needed.

Orientation for Wage Employees

New Employee Orientation, Phase Two, familiarizes new employees with the culture of the JMU community, along with additional fringe benefit information. All non-student employees of the university are encouraged to attend the orientation session closest to their hire date. Visit the HR website for registration information and orientation dates and location.

Employment Basics

Wage employees shall be paid only for hours worked and cannot accrue paid leave, compensatory time or overtime leave credits. Wage employees are not eligible for paid holidays or any other paid time off.

Wage employees are covered under the Virginia Workers' Compensation Act. When eligibility is established, compensation is provided after a standard seven calendar day waiting period. JMU Policy 1312

Wage employees who meet eligibility requirements may take the allowable weeks of unpaid family or medical leave as outlined in JMU Policy 1308-Family and Medical Leave Act (FMLA).

Wage employees shall be allowed leave without pay for military service. When a wage employee returns from active military service, reemployment will be granted under the terms provided for in the United Services Employment and Reemployment Rights Act (USERRA).

Non-student wage employees, who meet the criteria, are eligible for on-campus waiver of tuition in accordance with Tuition Policies 1402 and 1405. Wage employees are not eligible for tuition reimbursement for courses taken at other educational institutions in accordance with Policy 1401.

Currently, wage employees cannot participate in the state's health insurance program, nor can they participate in life insurance, retirement, or other benefit programs. However, wage employees may participate in tax deferred compensation programs and AFLAC insurance.

AFLAC Supplemental Insurance

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

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

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

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

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

Genworth Financial Long-Term Care

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

Supplemental Retirement Accounts

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

The university provides employees the opportunity to supplement their retirement income through pre-taxed supplemental retirement accounts. Deposits can be payroll deducted and placed into a special savings account that can be accessed at the time of retirement. Employees may elect to have up to 100% of their income (up to IRS cap) deducted and placed into a 403(b) or a 457 account. If interested in participating in a

supplemental retirement account, please contact a benefits coordinator at 540-568-3593. The employee is responsible for ensuring that his/her contributions are in compliance with IRS regulations concerning tax-deferred contributions. Visit the HR website for a list of participating companies.

Roth 403(b) Contributions

The university provides employees the opportunity to supplement their retirement income through after-tax supplemental retirement accounts. The compensation that you defer to a Roth 403(b) is contributed 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.

Roth IRA

Employees may invest in a tax-advantaged Roth IRA retirement account. Employee-only contributions are made with after-tax dollars and are tax-free at the time of withdrawal. Employees investing in Roth IRAs are responsible for ensuring that their contributions are in compliance with IRS regulations. Visit HR's Roth IRA website for a list of participating companies and detailed information.

HR Communications

We want you to be connected and informed:

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

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

JMU Job Opportunities

Wage 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.

Employee Wellness Program

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

CommonHealth offers:

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

Please note that eligibility for some programs is dependent upon enrollment in the state health benefits plan. For more information, visit www.commonhealth.virginia.gov.
JMU's agency coordinator is Tara Roe, (540) 568-5533, or roetb@jmu.edu.

JMU Identification Card (JACard)

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

MyMadison

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

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

- view 1500-hour information;
- view pay advice 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; and
- maintain a personal record of learning and development achievements.

Direct Deposit, Deductions and Pay

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

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

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

Time Entry

Detailed time entry instructions can be found on Payroll's JMU Time Entry web page or by contacting Payroll Services at 540-568-6446 for assistance.

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.

Overtime JMU Policy 1303

Wage employees, except those who meet the criteria for exempt status, are considered non-exempt for the purposes of application of the Fair Labor Standards Act (FLSA) and must be paid overtime at the one and one-half time rate for hours worked over 40 in a workweek in accordance with policy. Administrative staff, department heads, and supervisors are required to approve overtime before any non-exempt employee performs the work in excess of 40 hours per week. Authorization will be granted only to cover emergencies and to provide for staff coverage during peak workloads.

Parking

Faculty and staff who park on university-owned or leased property are responsible for obtaining and displaying a valid JMU parking permit. For the latest information concerning employee vehicle registration, refer to the Faculty/Staff sections on the Parking Services website, or call 540-568-3300 for assistance.

Electronic Communications

Information technology is an essential element of academic life, enabling study, research, collaboration and communication. As a means to excellence in achieving its education, research and service missions, the university provides and supports

computing and electronic communication services for all its students, faculty and staff. The university considers email an official means of communication for employees, and all employees are expected to check their university email on a frequent and consistent basis. Members of the JMU community should use the University's electronic messaging resources and are expected to do so in a manner consistent with the University's mission and in compliance with Electronic Messaging JMU Policy 1209.

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

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

Additional information can be found within the following university policies:

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

Use of University Owned Telephones & Services JMU Policy 1505

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

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

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

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

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

University Recreation Center (UREC)

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

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

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

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

Bus Service

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

Campus Dining

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

Mail Services

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

JMU 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.

Computing Workshops

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

Training and Development JMU Policy 1403

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

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

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

Specializing in workshops and departmental retreats that focus on:

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

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

Special Offers for State Employees

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

Environmental Stewardship and Sustainability

University policies related to environmental stewardship and sustainability include:

1310: Alternative Work Schedules

1332: Telecommuting

1701: Sustainable Procurement

1702: Water Use & Leak Prevention

1703: Sustainable Construction

1704: Energy Use

1705: Bottled Water Use

3108: Health and Safety

4305: Recycling

Employees are encouraged to carefully review the energy use, recycling, and sustainable procurement policies, which provide guidelines for daily office operations.

JMU's environmental stewardship and sustainability efforts are discussed in reports to the American College and University Presidents' Climate Commitment (JMU ACUPCC Report) and the Association for the Advancement of Sustainability in Higher Education's Sustainability Tracking, Assessment and Rating System (JMU STARS Report).

JMU is recognized as a bicycle friendly university by The League of American Bicyclists and included in *The Princeton Review's Guide to 332 Green Colleges.* JMU's environmental stewardship efforts have also earned awards from the Virginia Recycling Association, the Virginia Sustainable Building Network, and the Governor's Environmental Excellence Awards.

Please learn more about how to participate in environmental stewardship and sustainability initiatives, events, trainings, and educational opportunities at the Office of Environmental Stewardship and Sustainability's website.

Key Policies and Procedures

Code of Conduct

All employees are expected to conduct themselves in a manner that supports JMU's mission and the performance of their assigned duties and responsibilities with the highest degree of public trust.

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

Refer to the policy for specifics on how closures are communicated and how this policy applies to wage employees.

University Holidays JMU Policy 1102

The President shall sign into effect each calendar year a schedule of official university holidays. The schedule shall include American Independence Day (Fourth of July), Thanksgiving, the day after Thanksgiving, a winter break, New Year's Day, Memorial Day Monday, and Martin Luther King, Jr. Day. 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, please refer to the HR website.

Wage employees shall be paid only for actual hours worked and are not eligible for paid time off, such as holiday pay. Refer to JMU Policy 1325 Wage Employment.

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.

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

Americans with Disabilities Act JMU Policy 1331

The university will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to university employment, university educational opportunities, and the university's

programs and services. Persons with disabilities are held to the same standards of conduct as other employees, students, or visitors and a disability will not excuse misconduct.

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

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

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.

Alcohol and Other Drugs JMU Policy 1110

James Madison University strives to provide a healthy and safe environment for employees and to comply with laws relevant to the abuse of alcohol and controlled substances. It is the intent of the university to fairly and equitably apply this policy while offering support and possible solutions to employees who are dealing with alcohol and other drug-related problems.

The following acts by employees are prohibited and may result in termination:

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

Smoking Regulations JMU Policy 1111

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

Prohibition of Weapons JMU Policy 1105

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

Mandatory Reporting of Suspected Child Abuse or Neglect JMU Policy 1406

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

- Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team. At JMU this would include volunteers or paid employees who are working at a camp sponsored by an outside entity, but held on the JMU campus.
- Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs. At JMU this includes employees of UREC, the JMU Young Children's Program, Parent's Night Out and other camps, sponsored by and held in a JMU owned or operated facility.
- Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client. At JMU, this includes ALL JMU EMPLOYEES.

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

1. Reports of suspected child abuse or neglect must be submitted by the employee to the Department of Social Services in the locality in which the child resides or where the abuse or neglect is believed to have occurred, or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline (800) 552-7096.
2. JMU employees may also report suspected child abuse or neglect to their supervisors or other university officials, including Public Safety (540) 568-6912,

Human Resources (540) 568-6165, or a member of their department's administration. Such an internal report will relieve the employee of the responsibility of reporting the matter to Social Services if the employee received the information in the course of his or her professional services to the university. In that case, the internal report made by the employee to the supervisor, public safety officer, or department head shall be forwarded immediately by the university official receiving the internal report to HR.

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

Conflict of Interest

In accordance with Conflict of Interest JMU Policy 1106, no JMU employee or officer shall accept any business or professional opportunity when that employee or officer knows that there is a reasonable likelihood that the opportunity that is being afforded will influence him or her in the performance of his or her official duties.

Conflict Resolution Resources

Wage employees are encouraged to contact their HR Consultant to discuss workplace concerns. JMU's Office of Equal Opportunity coordinates JMU's Title IX efforts and assists employees with sexual abuse, harassment and discrimination claims.

Wage employees are not eligible to use the state grievance procedure. However, wage employees may consult with the Office of Employment Dispute Resolution concerning work-related problems.

Wage employees are also entitled to use the State Employees' Discrimination Complaint procedures administered by the Office of Equal Employment Services of the Department of Human Resources Management

Employee Mediation Services JMU Policy 1404

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

Violence Prevention

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

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

Safety in the Workplace

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

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

The James Madison University Police Department has received accreditation from the Virginia Law Enforcement Professional Standards Commission after an in-depth review of every aspect of the agency's organization, management, operations, and administration to assure the highest standards are practiced. The JMU police have the authority to enforce all regulations and laws, both of the University and of the Commonwealth of Virginia, within their jurisdiction which includes a core campus of 721 acres and 148 buildings which includes all university-owned, -leased or -controlled property, the adjacent streets and sidewalks and expanded off-campus jurisdiction within designated neighboring areas of the City of Harrisonburg through a concurrent jurisdiction agreement. Police officers are members of a patrol division, an investigative division or an operations division. Patrol officers patrol the campus 24 hours a day, seven days a week while enforcing state statutes along with regulations of the university, protecting property, and responding to reported criminal incidents and traffic concerns. Four patrol officers and a sergeant are also Joint Task Force officers which augment the Harrisonburg Police Department in the surrounding extended patrol jurisdiction of JMU Police Department in the off-campus student housing areas adjacent to campus. The forensic unit consists of evidence gathering response personnel that work in concert with investigators which handle reported cases that require in-depth follow-up investigations. The operations division provides for the coordination of communications, crime prevention/analysis, and special events coordination to ensure appropriate levels of supervision, personnel, security, and traffic control are provided to ensure safety at these venues and provide for emergency situations that may arise. University police officers are graduates of state-affiliated regional criminal justice training academies and are required to complete 40 hours of in-service training

biennially. All are certified by the State Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and certification at the firing range.

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

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

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

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

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

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

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

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

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

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

Thank you and stay safe!

Leaving Employment

Refer to JMU Policy 1314 Transfer or Separation from Employment before leaving. You will receive an email containing a link to participate in HR's Exit Survey when HR receives notification form your department of your separation. Additionally, you may contact an HR Consultant to schedule a personal exit interview session.

Wage Employee Handbook Revision Date: October 2014

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