

Dear Classified Employee:

Welcome to James Madison University! You are a vital member of one of the finest public, comprehensive educational institutions in America. We have accomplished this success by adhering to a value system based on a commitment to our students, parents, customers, business people, and many others. By joining the JMU community, you have made a commitment to excellence. As you support JMU, the university will also support you in your development as a contributing employee to the institution's mission and goals.

The Classified Employee Handbook is one of your most important tools. It provides you with the basic information you need to know - the policies, procedures, and practices that affect your employment. A great deal of information about James Madison University is contained in this handbook for classified employees. The information is of great value to long-time staff members at the university, as well as those who are just joining the university community. I encourage you to be thoroughly familiar with this handbook, and if you have questions please contact Human Resources.

I hope you enjoy your employment here and realize your efforts contribute significantly to the overall success of the university. I look forward to a long association with you as a colleague at James Madison University.

Sincerely,

Linwood H. Rose  
President

*Our mission:* JMU's Human Resources Department is dedicated to customer service, positive change and the pursuit of excellence that promotes employee success.

## **Welcome!**

We are glad you have chosen to join the James Madison University community. We think you will find JMU to be a community focused both on organizational and individual growth and success. Our student-centered community values excellence, integrity, and mutual respect. Our Madison Century campaign slogan, "*Be the Change*", aptly describes our direction. As the university prepares to celebrate its 100<sup>th</sup> birthday in 2008, the rest of the world is beginning to take notice. This recognition is a direct result of the individual achievements of our employees. It is truly an exciting time to be associated with James Madison University.

Because the university relies upon your success, part of our role in Human Resources is to help make sure you have the information and tools you need to succeed. That is one reason we have created this handbook, and we trust you will find this handbook helpful. We are always available to answer questions and help you along the way as you build your career.

JMU is a great place to work because of people like you.

Best Wishes,

The Human Resources Office

Handbook Information  
Date Revised: 08/2007  
Contact: Human Resources 540-568-3970

*Please note: This handbook has been prepared by Human Resources and is intended for the classified employees of James Madison University. It is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures, and other information contained in this book may be changed without notice by the university and/or the Commonwealth of Virginia.*

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## Introduction

Human Resources has prepared this handbook to provide information about many of the benefits and personnel policies and procedures that apply to James Madison University classified employees. These procedures relate to such matters as employment, performance evaluations, salary increases, leave accrual and usage, holidays, Employee Ombudsperson, mediation services, and the Grievance Procedure. While this compilation is not to be considered complete, it does include information on personnel matters frequently of interest to employees.

An employee having questions concerning personnel matters of a departmental nature should contact his or her immediate supervisor. Questions relating to state and university policies, employee benefits, and matters not contained in this handbook should be referred to Human Resources.

## I. UNIVERSITY POLICIES

### **Equal Opportunity** (Policy 1302)

It is the policy of James Madison University to provide equal employment and educational opportunities for all persons without regard to race, color, national origin, religion, gender, sexual orientation, age, veteran status, political affiliation, or disability. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits and privileges of employment, compensation, training, opportunity for advancement including upgrades and promotion, transfer, and termination of employment including layoff and recall for all employees without discrimination because of race, color, national origin, religion, gender, sexual orientation, age, veteran status, political affiliation, or disability.

### **Americans with Disabilities Act** (Policy 1331)

The Americans with Disabilities Act (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. James Madison University is obliged to provide reasonable accommodations to enable qualified individuals with documented disabilities to perform a job, participate in a class, or participate in other university functions. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of a particular job or meet specific academic/program requirements for participation in a university-sponsored program, service, or activity. To be covered under ADA, the disability must be substantial and not temporary. The ADA does not alter JMU's right to hire the best-qualified applicant but does prohibit discrimination against a qualified applicant or employee because of his/her disability. For more information on ADA, contact Human Resources or the university's Office of Equal Opportunity at 540-568-6991. A Disability Resources Committee has also been established to provide information on ADA related matters. Visit their web site at <http://jmu.edu/humanresources/ADA.shtml>.

### **Substance Abuse Policy** (Policy 1110)

The Commonwealth of Virginia's Policy on Alcohol and Other Drugs states that the following acts by employees are prohibited:

- Unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and 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)

- Action which results in the criminal conviction for:
  - A violation of any criminal drug law, based upon conduct occurring either in or off the workplace, or
  - A violation of any alcoholic beverage control law, or law that governs driving while intoxicated based upon conduct occurring in the workplace

The workplace consists of any state-owned or leased property or any site where official duties are being performed by state employees. Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

### **Harassment** (Policy 1324)

James Madison University seeks to provide a work and study environment free from all forms of harassment including sexual harassment, intimidation, and exploitation. Harassment is unwelcome offensive verbal, physical, or written conduct when:

- Submission to the conduct is made a condition of employment or admission of an applicant
- Submission to or rejection of the conduct is made the basis for personnel action (recommendation for promotion or tenure) or grades
- The conduct seriously affects an employee's performance or creates an intimidating, hostile or offensive work or study environment

The conduct includes, but is not limited to, unwelcome offensive behaviors referring to a person's race, color, national origin, religion, gender, sexual orientation, age, veteran status, political affiliation, or disability. Questions, assistance, or violations related to these policies should be directed to the university's Office of Equal Opportunity at 540-568-6991.

### **Smoking Policy** (Policy 1111)

Smoking is permitted in designated areas only. Please check with your supervisor as to where these areas are located.

*The policies referenced in this handbook are a synopsis of the university's policies and are subject to change. For complete policy information, you may access the JMU Policy Page at <http://www.jmu.edu/JMUpolicy/> or contact Human Resources.*

## II. STANDARDS OF CONDUCT (POLICY 1317)

The Commonwealth of Virginia and JMU have established Standards of Conduct, which are uniform rules of personal conduct and performance to protect the well-being and rights of all employees, to assure safe, efficient university operations and to assure compliance with public law. The Standards serve to establish a fair and objective process for correcting or treating unacceptable conduct or work performance, to distinguish between less serious and more serious actions of misconduct, and provide corrective action accordingly. The Standards in this policy are intended to be illustrative but not all inclusive. Although not listed in the policy, an offense which in the judgment of the university undermines the effectiveness of the university's activities or the employee's performance should be treated consistent with the provisions of this policy.

The offenses listed below are organized into three groups according to the severity of the behavior, with Group I being the least severe.

### Group I Offenses

- Unsatisfactory attendance or excessive tardiness
- Abuse of state time (unauthorized time away from the work area, use of state time for personal business, abuse of sick leave, etc.)
- Obscene or abusive language
- Inadequate or unsatisfactory job performance
- Disruptive behavior
- Conviction of a moving traffic violation while using a state/public-use vehicle
- Violation of Policy 1110, Drug/Alcohol (considered a Group I offense depending on the nature of the violation)
- Violation of Policy 1324, Harassment (considered a Group I offense depending on the nature of the violation)
- Violation of Policy 1302, Equal Opportunity (considered a Group I offense depending upon the nature of the violation)

Group I Written Notices are cumulative. After three such notices, the employee may be suspended without pay for up to five workdays. A fourth Written Notice may result in termination. Mitigating circumstances may justify demotion, transfer, or other action in place of dismissal. Group I Written Notices remain active in your personnel file for two years from the issue date.

### Group II Offenses

These offenses include acts and behavior that are more severe in nature and are such that an accumulation of two Group II offenses normally should warrant removal.

- Failure to follow a supervisor's instructions, perform assigned work or otherwise comply with applicable established written policy
- Violating safety rules where there is not a threat of bodily harm
- Leaving the work site during working 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
- Violation of Policy 1110, Drug/Alcohol (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 Policy 1324, Harassment (considered a Group II offense depending on the nature of the violation)
- Violation of Policy 1302, Equal Opportunity (considered a Group II offense depending on the nature of the violation)

A Group II Written Notice may result in an issuance of a written warning only or in a Written Notice and up to a 10-workday suspension without pay. Any additional Group II offense may result in dismissal, or if coupled with three active Group I offenses may result in dismissal. Mitigating circumstances may justify demotion, transfer, or other action in place of dismissal. Should mitigating circumstances warrant non-dismissal, any subsequent Written Notice issued during the active life period, regardless of level, may result in dismissal. Group II Written Notices remain active in your personnel file for three years from the issue date.

### Group III Offenses

These offenses include acts and behavior of such a serious nature that a first occurrence normally warrants removal.

- Absence in excess of three days without proper authorization or satisfactory reason
- Falsifying any records (vouchers, reports, insurance claims, time records, leave records, etc.)
- Willfully or negligently damaging or defacing state records, state property or other person's property
- Theft or unauthorized removal of state records, state property or other person's property

- Gambling on state property or during work hours
- Acts of physical violence or fighting
- Violating safety rules where there is a threat of physical harm
- Sleeping during work hours
- Participating in any kind of work slowdown, sit-down, 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
- Criminal convictions for illegal conduct occurring on or off the job that are plainly related to job performance or are of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the agency's 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 of a "misdemeanor crime of domestic violence"
- Violation of Policy 1110, Drug/Alcohol (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 Policy 1324, Harassment (considered a Group III offense depending upon the nature of the violation)
- Violation of Policy 1302, Equal Opportunity (considered a Group III offense depending upon the nature of the violation)

Group III offenses may result in immediate dismissal or up to a 30-workday suspension without pay. Mitigating circumstances may justify demotion or transfer. Written Notices issued during the active life period, regardless of level, may result in dismissal. Group III Written Notices remain active in your personnel file for four years from the issue date.

#### **Weapons on Campus**

Possession of a weapon on campus is strictly limited and restricted. Please see Policy 1105.

### **III. EMPLOYMENT**

#### **Compensation Plan**

The salary structure is made up of nine broad pay bands. The pay bands have a minimum and a maximum salary. Jobs (roles) are placed in Career Groups and Occupational Families and are assigned to a pay band.

#### **Employee Work Profile**

There are three components to the Employee Work Profile (EWP) - the position description in PositionLink, the annual performance evaluation assessment and the Individual Professional Development Plan (IPDP).

The position description in PositionLink 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 overriding departmental values. Your 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 during the performance evaluation process.

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

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

#### **Probationary Period**

When you begin employment with the university as a classified employee, you serve a 12-month probationary period during which time both you and your supervisor will have a chance to determine your suitability for the position. During this 12-month probationary period, employment can be terminated at the will of the university. A probationary period may be extended up to 18 months.

Probationary reviews are conducted at 3, 6, and 9 months and three weeks prior to completion of the probationary period. Human Resources will notify your supervisor and request that the Probationary Progress Review form be completed and returned to their office.

### **Performance Plan and Evaluation**

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 classified employees is an annual cycle. The non-probationary cycle runs each year from October 25<sup>th</sup> to October 24<sup>th</sup>.

Supervisors review position descriptions at the beginning of the performance cycle. The position description must be discussed with you and signed by you to indicate that you have read and understand the position core responsibilities and measures. The position description is the basis for evaluating your performance throughout the entire performance cycle.

The supervisor will rate your performance toward the end of the review period by comparing actual performance to the position description measures. Non-probationary employees receive an overall performance rating of Extraordinary Contributor, Contributor, or Below Contributor. Salary increases for performance (merit increases), if funded, are effective November 25<sup>th</sup> of each year. The percentage of increase is based on the overall performance rating and funding by the General Assembly.

### **Promotion**

A promotion involves a competitive selection process and results in your movement to a different role in a higher pay band. Promotional salary adjustments are negotiable from the minimum of the pay band up to the budgeted amount for the position.

The university makes every effort to promote from within when possible. Specific information regarding vacancies can be obtained by contacting Human Resources or by accessing JobLink at <https://JobLink.jmu.edu>.

### **Mediation Services**

JMU Human Resources provides Employee Mediation Services to assist employees from all across campus in resolving conflict. Through mediation, a process that is designed to encourage open conversation between the parties, participants are able to have honest dialogue. Issues are addressed at the lowest level instead of moving up the “chain of command”. The process includes a time for each individual to state his/her issues in an informal, non-adversarial way. The goal is to find common ground, and reach an agreement or solution to his/her issue.

The mediators are JMU staff from all levels, which have been nominated, selected, and highly trained (some to the VA Supreme Court Certification level) to serve as Mediators. Their job will be to assist fellow employees in arriving at their own solutions - not to judge.

Mediation sessions are available for both individuals and for groups. Common issues include work style differences, supervisory style differences, issues before a grievance is filed, and any issue affecting a working relationship between co-workers. In a nutshell, anything that a “good open talk” would help is appropriate for mediation.

All topics discussed in the mediation session are confidential. The agreement written by the parties is not confidential, but it will not be discussed or published except on a “need-to-know” basis.

If you would like more information, or to access JMU Employee Mediation Services, visit the Human Resources web site, send an email to [mediation@jmu.edu](mailto:mediation@jmu.edu), or call 540-568-3968.

### **Employee Ombudsperson**

The office of the JMU Employee Ombudsperson is a safe place for employees to voice their concerns, evaluate their situations, organize thoughts and figure out options. Employees may talk through a problem, seek mediation, receive assistance with the Grievance Procedure, obtain help in understanding university policies and procedures and be referred to appropriate campus services. Options are given, but not opinions. As an impartial, confidential and informal resource, the Employee Ombudsperson does not provide legal advice or accept legal notice for JMU. Please contact the Employee Ombudsperson at 540-568-3967 for assistance and to schedule a visit.

## **Grievance Procedure**

Non-probationary, classified employees have access to the Grievance Procedure to address work-related complaints or disputes. Some examples of issues which may be grieved include:

- Disciplinary actions including dismissals, demotions, and suspensions
- Misapplication of personnel policies, procedures, rules, regulations, ordinances, and statutes
- Discrimination as a member of a protected class
- Retaliation for participating in the grievance process
- Retaliation for reporting a violation of law
- Arbitrary or capricious performance evaluations

Whenever possible the university encourages employees to discuss concerns with their immediate supervisor, or in certain cases with upper management, to seek solutions to work-related problems. Employee mediation services are available. For more information visit the Human Resources web site or call 540-568-6165. When informal methods do not lead to a settlement of differences, the formal Grievance Procedure may be used. The Employee Ombudsperson can assist you in interpreting the Grievance Procedure or assist in its implementation. Forms for filing a grievance are available from Human Resources. For additional information on grievance procedures, refer to *Grievance Procedure Manual* published by the Virginia Department of Employee Dispute Resolution at [www.edr.state.va.us](http://www.edr.state.va.us).

## **Outside Employment**

Employees wishing to obtain a part-time job in addition to their university position must inform their supervisor. In accordance with University Policy 1106, you may not pursue any other employment, business, or profession during the hours you are employed by the university, nor may you engage in any employment which may reflect adversely on the university or the Commonwealth of Virginia or have an adverse impact on the quality of your performance as an employee of the university.

## **IV. ATTENDANCE**

As important as it is to maintain a good attendance record at work, there will most likely be times when you cannot avoid being late or absent. If you know in advance that you will be late or absent, it is your responsibility to tell your supervisor in advance.

You may not always be able to plan in advance when you will be late or absent. In such instances, you should let your supervisor know **prior** to the beginning of your shift that you will be late or absent. Check with your supervisor about requirements for reporting late arrivals or absences. Failure to report a late arrival or absence according to university requirements may result in disciplinary action.

Determine in advance from your supervisor to whom you should report if your supervisor is unavailable. It is important that you report late arrivals or absences to the proper person to avoid being charged with failure to report to work.

During normal work hours, you should not leave your work area for personal matters (other than lunch or breaks) without permission from your supervisor or the individual responsible in the absence of your supervisor.

Excessive or habitual tardiness or absence is a violation of the Standards of Conduct and Performance for Classified Employees, Policy 1317.

### **Recording Time/Attendance**

In accordance with the Fair Labor Standards Act, all non-exempt employees are required to record hours worked and/or time missed from work. For recording purposes, non-exempt employees are provided with a Time and Attendance Sheet. All Time and Attendance Sheets are subject to yearly audit. Non-exempt employees must report leave taken to Human Resources by using the Employee's Request for Absence card or by departmental time books.

Exempt employees report leave taken to the Human Resources Office by using the Employee's Request for Absence Card.

Leave balances can be reviewed online through J-Ess.

## V. WORK ROUTINE

### 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 a.m. - 5 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 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. Employees who are covered by this section of the federal law are referred to as "non-exempt" employees. **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 of a workweek, but by reason of sick leave, annual, or compensatory leave, does not exceed the 40-hour workweek, is not entitled to overtime for that particular week since the actual number of hours worked did not exceed 40.

Employees classified as "exempt" from the Fair Labor Standards Act are not paid overtime pay.

### Overtime Leave

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

### Compensatory Leave

Non-exempt employees may earn compensatory leave for hours worked on a holiday or hours worked on an authorized closing if in designated classifications. Granted hour-for-hour, compensatory leave must be authorized by a supervisor. Compensatory leave may be used for any purpose and must be used within 12 months of the date earned. Exempt employees do not earn

compensatory time except when required to work on a university holiday or during an inclement weather closing.

### Breaks/Lunch

Your supervisor may grant you a break from your regular work schedule, but is not required to do so. There may be no more than two of these breaks in a normal workday, and they may not exceed 15 minutes in length. Breaks of less than 15 minutes in length are considered part of the 40-hour workweek. The break periods shall not be used to extend lunch hours, offset late arrival to work or early departure from work, nor be used to cover time off for other purposes.

Lunch hours are normally scheduled by the supervisor between noon and 2 p.m. They may be staggered to provide departmental coverage. However, like breaks, lunch periods are not to be used to offset late arrivals to work, early departure, or other absences. They must be taken and cannot be used to create compensatory time.

### Alternative Work Schedules

Alternative work schedules may be necessary in some instances 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 appointments. Please refer to Policy 1310, Alternative Work Schedules, for additional information.

### Official Closings

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 forces the university to open late, close early, or be closed for a full day, you will be compensated for the time off. Most employees are considered "non-designated" employees 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 must report to work when the university is officially closed due to inclement weather or other emergency conditions.

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

with the Federal Fair Labor Standards Act for the excess time worked (overtime payments) provided you are in a non-exempt classification.

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

You 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 such lost time as an authorized absence not charged as leave.

For information regarding late openings or official closings, please listen to local television and radio stations, visit the JMU web site, or call 540-433-5300.

## **VI. PAY INFORMATION**

### **Pay Schedule**

Pay is issued on the 16<sup>th</sup> of each month for the pay period of the 25<sup>th</sup> through the 9<sup>th</sup> and on the last work day of each month for the pay period of the 10<sup>th</sup> through the 24<sup>th</sup>. Should that day fall on a weekend or a holiday, you will be paid on the previous business day. It is federal law that the name on your pay advice matches the name on your Social Security Card. You may be subject to a fine if the information is incorrect.

### **Deductions**

The following items must be deducted from your pay: Social Security (FICA), federal withholding tax, and state withholding tax.

You may also have other deductions taken out of your pay such as state health insurance premiums, tax-deferred annuities, optional life insurance, flexible reimbursement accounts, long-term care, AFLAC, long-term disability, credit union savings, Combined Virginia Campaign contributions, United States Savings Bonds, parking fees, and contributions to the university.

### **Direct Deposit**

As a condition of employment, you must participate in a direct deposit program. This program provides for your pay to be automatically deposited into account(s) at the financial institution(s) of your choice. Participation in direct deposit begins by completing the necessary paperwork available in Human Resources or Payroll. To view your pay advice, please visit J-Ess.

### **J-Ess (JMU Employee Self -Service)**

Employees may find the information needed to access the university's online pay and benefits information system. You can view your payslip, leave balances, compensation, and training summary. You can change your home address, office/phone book information, emergency contacts, and publish/privacy flag. You may request university emergency notification on your cell phone through J-Ess. To access J-Ess: go to [www.jmu.edu](http://www.jmu.edu), click on Faculty/Staff bar at the top of the page, and click on the J-Ess link.

## VII. EMPLOYEE BENEFITS

### Holidays

The university observes 12 paid holidays per year; however, due to the academic schedule, these holidays are set annually. They usually include:

- January 1<sup>st</sup>
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Thanksgiving
- The day after Thanksgiving
- December 25<sup>th</sup>
- Personal Leave Day

For the current holiday schedule, go to:

<http://www.jmu.edu/humanresources/holiday.shtml>

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.

If a holiday falls on the first workday of a pay period (10<sup>th</sup> or 25<sup>th</sup>) employees that are scheduled to begin employment or return from leave with or without pay on the day following the holiday, then the first day of the pay period will be considered to be the first day worked or the first day of return from leave such that the employees will be eligible to receive holiday pay.

The Governor may authorize additional time off. Any additional days granted will be scheduled at that time.

### Annual Leave (Vacation)

JMU 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<sup>th</sup> of the current year through January 9<sup>th</sup> of the following year. The rate at which annual leave is accrued depends on length of service. You 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 the end of each pay period—the 9<sup>th</sup> at midnight and the 24<sup>th</sup> at midnight. 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, you will be paid for unused annual leave up

to the maximum allowed based on months of service. Refer to the chart for your maximum carry over allowable and the maximum payout benefit as related to months of service:

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

**Sick Leave** (for employees hired prior to January 1, 1999 NOT in VSDP) 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. Immediate family 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<sup>th</sup> of current year through January 9<sup>th</sup> of the following 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 24 hours require medical documentation, which should include dates of absence.

If you have five years of service, you are eligible to be paid for 25% of your accumulated, unused sick leave up to a maximum of \$5,000 upon separation from state service.

**Virginia Sickness and Disability Program (VSDP)**

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<sup>th</sup>. Sick and family/personal leave cannot be carried forward from leave year to the next leave year. VSDP leave is subject to supervisor’s approval. All absences over 24 hours require medical documentation which should include the dates of absence. In the event of an extended illness or serious injury, VSDP also provides the employee with short-term and long-term disability benefits at 100%, 80%, or 60% of the employee’s salary.

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

**SICK LEAVE**

**CURRENT FULL-TIME:**

<b>MONTHS OF STATE SERVICE</b>	<b>SICK LEAVE HRS/DAYS</b>
Less than 60	64 (8 workdays)
60 to 119	72 (9 workdays)
120 or more	80 (10 workdays)

**NEW FULL-TIME:**

<b>EMPLOYMENT BEGIN DATE</b>	<b>SICK LEAVE HRS/DAYS</b>
January 10 – July 9	64 (8 workdays)
July 10 – January 9	40 (5 workdays)

**FAMILY/PERSONAL LEAVE**

**CURRENT FULL-TIME:**

<b>MONTHS OF STATE SERVICE</b>	<b>FAMILY/PERSONAL HRS/DAYS</b>
Less than 60	32 (4 workdays)
60 to 119	32 (4 workdays)
120 or more	40 (5 workdays)

**NEW FULL-TIME:**

<b>EMPLOYMENT BEGIN DATE</b>	<b>FAMILY/PERSONAL HRS/DAYS</b>
January 10 – July 9	32 (4 workdays)
July 10 – January 9	16 (2 workdays)

**Family and Medical Leave (Policy 1308)**

The Family and Medical Leave Act (FMLA) requires the university to give eligible employees job-protected leave for the birth, adoption, or foster care of a child, or the serious health condition of you or an immediate family member (child, spouse, or parent). To be eligible, you must have been employed at least 12 months and provided at least 1,250 hours of service during the 12-month period prior to the leave request. Eligible staff 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 you begin 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 you take leave under FMLA, you have a guaranteed right to return to your 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 you had continued to work.

You must give 30 days advance notice to your supervisor of the need to take FMLA 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, you must notify your supervisor as soon as practical.

Intermittent leave that is medically necessary may be taken without your supervisor’s approval for each absence. You are encouraged to provide proper notice to your supervisor even though the supervisor’s permission to use leave is not required. Your supervisor must approve requests for intermittent leave if you are taking leave for the birth, adoption, or foster care placement of a child.

Certification from your family’s health care provider must be provided to Human Resources to support Family and Medical Leave.

For complete information on the Family and Medical Leave Act policy, please contact Benefits at 540-568-3970 or refer to Policy 1308.

**Civil and Work-Related Leave**

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. Advance

approval is required for civil and work-related leave and written verification may be required.

**Emergency/Disaster Leave** (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 in this policy.

**Educational Leave**

Educational leave may be provided at the discretion of the university, 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.

Educational leave is limited to 12 months and may be granted with full, partial, or no pay at the discretion of the university.

**Leave Sharing** (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 and who need extended sick leave. All employees, including employees in the Virginia Sickness and Disability Program (VSDP), may request donated annual/vacation 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.

Leave sharing is designed to benefit classified employees with chronic illnesses, serious injuries, or qualifying Family and Medical Leave 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 Benefits Team at 540-568-3970.

**Leave Without Pay** (Policy 1319)

Employees may be granted a leave without pay with the approval of their supervisor. Requests for leave without pay must be presented in writing to your 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:

1. Educational leave (more than the allowable leave with pay)

2. Military leave
3. Medical
4. Personal reasons

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

**Military Leave**

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

**School Assistance and Volunteer Service Leave**

You 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 would consist of a statement signed by an official of the service organization/school confirming times and duration of the activity. This leave is not cumulative. As with any scheduled leave, prior approval of your supervisor is required.

## RETIREMENT

### Virginia Retirement System (VRS)

VRS furnishes a retirement benefit to full-time, classified employees. You are automatically enrolled in VRS on your date of employment. The state and the university share the cost of providing this important benefit to employees. VRS, which is a defined benefit plan, has a five-year vesting period before you are eligible for a retirement annuity.

If you separate from university employment, you may choose to withdraw retirement contributions. The refund of contributions is not automatic; you must request the refund.

For additional information please refer to your *Handbook for Members* published by VRS.

## SUPPLEMENTAL RETIREMENT ACCOUNTS

### Roth IRA

The Roth IRA allows you to invest in a tax-advantaged retirement account. These are employee-only contributions which are made with after-tax dollars, but are tax free at the time of withdrawal. You are responsible for ensuring that your contributions are in compliance with IRS regulations. For more information and a list of participating companies, visit the Human Resources web page under 'R' in the alpha listing and click on Roth IRA.

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

The university provides the opportunity for employees to supplement retirement through tax-deferred annuities. These are employee-only contributions and provide pre-tax deposits toward a supplemental retirement account. The university works with designated companies. If you are interested in a tax-deferred annuity program and want more information and a listing of

participating companies, visit the Human Resources web page under "S" in the alpha listing and click on Supplemental Retirement Accounts. You are responsible for ensuring that your contributions are in compliance with IRS regulations concerning tax-deferred contributions.

### Employer Match Program

JMU offers an Employee Match Program to all full-time employees. You must first establish a supplemental retirement account, which can be started at any time after employment. The employer match is a half-match program with the maximum per pay period being \$20.00. For example, if you contribute \$40.00 per period to your supplemental retirement, JMU will match \$20.00 per pay period; if you contribute \$20.00 per pay period, JMU will match \$10.00 per pay period. The money which you contribute to your supplemental retirement is either a 403(b) or 457 account, while the university contribution is a 401(a) account.

### Savings Bonds

People who choose to save with US Savings Bonds report:

- 1) Their investment is safe because it is backed by the US Government
- 2) Bonds are easy to purchase through payroll deduction
- 3) There are tax advantages when redeemed for education
- 4) The bonds can be cashed after 12 months if an emergency arises or you want to cash the bond and put the proceeds in a stock certificate

Both Series EE and Series I bonds are available

- The Series EE Bond is purchased at **50% of the face** value and earns interest for up to 30 years payable upon redemption.
- The Series I Bond is purchased at **face value** and also earns interest for up to 30 years payable upon redemption.
- You can redeem your bond 12 months after the issue date. However, if you redeem your bond before five years, you will lose the last three months of interest earnings.
- You may purchase bonds at any time during the year.
- Interest earnings for the Series EE and Series I Bonds are determined differently.
  - Series EE Bonds – The interest is earned through application of a market-based savings bond rate.
  - Series I Bond – The interest is earned through a calculation of a fixed rate of return and a semi-annual inflation rate.
- Interest rates are determined semi-annually (May 1<sup>st</sup> and November 1<sup>st</sup>).

## LIFE INSURANCE

### Group Life Insurance

All full-time, classified employees who meet the requirements of VRS are automatically enrolled in a group life insurance policy. The premium is based on your annual salary, not on age or gender. You do not contribute to the cost of the premiums because the state and the university share the premium cost.

The amount of coverage is based on your annual salary rounded to the next highest thousand multiplied by two. This amount is doubled again for an accidental death. You designate a beneficiary for this life insurance coverage when you begin employment. Contact Human Resources at 540-568-3970 anytime you have a change in beneficiary.

### Optional Life Insurance

Additional life insurance to supplement your basic VRS group insurance is also available to classified employees. Administered by VRS and underwritten by Minnesota Insurance Company, the plan allows you to purchase additional insurance at group rates for you, your spouse, and your 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. Forms are available in the Benefits Office.

## 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. You may choose one of several coverage options including:

1. Single (coverage for employee only)
2. Employee plus one (coverage for employee plus one eligible dependent)
3. Family (coverage for employee plus two or more eligible dependents)

You may make changes to your coverage during the plan year for certain Life Events such as marriage or divorce, death of spouse or dependent, birth or adoption of a child, change in your spouse's employment, or change in the

dependent status of a child. Changes must be made within 31 days of the Life Event.

Coverage in a health care plan begins on the first day of the first full month in which you begin work, but enrollment in a health benefit program must be completed within 31 days of employment. Health insurance coverage ends on the last day of the month in which you separate from the university provided premiums have been paid.

Questions concerning health care benefits should be directed to Benefits at 540-568-3970.

### Pre-Tax

Section 125 of the Internal Revenue Code permits employees to have their portion of the health insurance premium deducted prior to state and federal taxation. You will be automatically placed into the Pre-Tax program.

### ValueOptions Behavioral Health

ValueOptions is the administrator for the mental health, substance abuse services, and a variety of other problem areas. Eligible services must be pre-authorized by ValueOptions prior to receiving treatment (1-866-725-0602). A referral from your Primary Care Physician is not necessary.

The Employee Assistance Program (EAP) is a confidential assessment, referral, and short-term, problem-solving service available to all employees and qualified members of their households. To access this program, call 1-866-725-0602 and ask for your four free visits under this program.

### Flexible Reimbursement Accounts

Enrollment in a flexible spending account allows for deductions prior to state and federal taxation. There are two types of flexible spending accounts: Medical Reimbursement and Dependent Care Reimbursement.

The Medical Reimbursement Account allows you to set aside pre-tax dollars to pay for medical, dental, vision care, or other eligible expenses which are not covered by your health benefits plan. The maximum amount employees may deposit into their account each plan year is \$5,000. The minimum contribution each pay period is \$10.

The Dependent Care Reimbursement Account allows employees to set aside pre-tax dollars to pay for eligible dependent care expenses. Single employees or

employees who are married and file joint returns may deposit a maximum of \$5,000 per plan year into the account; married employees who file separate tax returns are limited to \$2,500 per plan year. The minimum contribution each pay period is \$10.

Once the deduction begins, you cannot stop it until the open enrollment period or a Life Event occurs. You need to plan carefully when enrolling in either of these accounts, as you will forfeit any unused balances at the end of the plan year.

### **Aetna 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 affects of the natural aging process. Services can be provided in the form of home care, assisted living facilities, adult day care, or nursing facilities. Employees enrolled in the Virginia Sickness and Disability Program (VSDP) will receive a \$75 daily benefit allowance as part of VSDP. For more information please call Aetna at 1-877-894-2470.

### **AFLAC Supplemental Insurance**

AFLAC supplemental policies pay cash benefits directly to the insured. Employees may choose the policy(s) that best suit their needs with premiums deducted pre-taxed through payroll deduction.

AFLAC currently offers three plans with JMU group rates:

- 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

### **Workers Compensation**

- Job-related injuries or illnesses should be reported to their supervisor as soon as possible regardless of the severity.
- The supervisor will complete a First Report of Injury and forward it to Human Resources.
- Reports may be submitted in one of the following ways:
  - They can be submitted electronically by using the form located at <http://www.jmu.edu/humanresources/benefits/wcform.shtml>.

- The paper form, “The Employer’s First Report of Injury”, can be sent to Human Resources, MSC 7009, along with a “Panel of Physicians” form.
- If your department has an interdepartmental accident report form, it may be submitted along with a “Panel of Physicians” form.
- Panel of Physicians:
  - A “Panel of Physicians” form must be submitted along with any accident report.
  - Employees must use one of the physicians from the panel to ensure maximum benefits.
  - In the case of an emergency, employees should report to the Rockingham Memorial Hospital Emergency Room. A physician from the panel will coordinate follow-up care.
- Time Away from Work:
  - Time missed from work must be ordered by the chosen panel physician in order to be approved under Workers Compensation.
  - After 21 calendar days, the first seven days of leave will be reimbursed as described by the Virginia Workers Compensation Act.

### **Restricted Duty/Workers Compensation**

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

For further information contact our Workers Compensation Coordinator at 540-568-2358 or visit our web site at [www.jmu.edu/humanresources](http://www.jmu.edu/humanresources), look under Benefits and click on Workers Compensation.

## VIII. SAFETY IN THE WORKPLACE

It is the policy of James Madison University to provide all employees with a working environment that is free from recognized health or safety hazards.

### Public Safety

The on-campus emergency number, x**6911**, directly connects any campus phone with James Madison University's Police Department and should be used only when fire, police, or medical response is required. Thirty-two outdoor emergency telephones are located across campus and at the main entrance of all 25 residence halls. These telephones, housed in call boxes, provide one-button speed dialing for instant communication with the University Police.

For information or non-emergencies, you should dial 540-568-6913. You should direct all calls concerning parking to 540-568-3300.

Your personal safety and the security of the campus community are of vital concern to James Madison University. Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes which may occur on the campus, and crime statistics for the most recent three-year period is in a publication, "Your Right to Know", and may be requested from the Office of Public Safety.

## IX. EMPLOYEE COMMUNICATIONS

### Electronic ID

Your electronic ID (e-ID) will automatically be created with the entry of personnel and payroll data into JMU's system. To activate your e-ID, open a web browser to the JMU accounts page at <https://accounts.jmu.edu> and click on the option "Activate my e-ID". Once logged into the portal, you can request, activate, and check the status of various accounts, change and reset passwords, change directory information, change your e-mail forwarding options, and more. You will be required to change your e-ID password every 90 days. Notification will be sent to your JMU e-mail account a couple weeks prior to expiration.

JMU's web based e-mail system can be accessed from any computer with an internet connection. For frequently asked questions, training options or instructions on how to configure an IMAP client (i.e. Outlook or OSX Mail) to access e-mail, see <http://www.jmu.edu/computing/helpdesk/selfhelp/webmailfaq.shtml>

At JMU and elsewhere, if you are asked to supply your SSN or other personal data, make sure you understand why the information is required and, for university functions, substitute your employee ID number instead of SSN whenever possible. Use caution and help keep your personal information protected.

Employee's should read and comply with the appropriate use of information technology resources, [Policy 1207](#).

### Job Opportunities

JMU job vacancies are posted online at <https://JobLink.jmu.edu>. These postings are updated daily, Monday through Friday.

A listing of available job openings may also be obtained by calling the JMU Job Line at 540-568-3561. The JMU Job Line is updated by 5:00 p.m. every Friday.

For further information please contact the HR Service Center at 540-568-6165.

### 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 workdays.

The list of vacancies can be found at <http://jobs.virginia.gov/>.

## **Telephones**

The manner in which a telephone is answered is a reflection not only on the individual answering but also on the university and how it is perceived by the public. Check with your supervisor to determine the proper procedure for answering the telephone in your department. This is essential if cordial and efficient communications are to be maintained with an appropriate image.

The use of office telephones for personal business must be kept to an absolute minimum. Personal business removes the line from availability for use on university matters and represents unacceptable office decorum. The use of telephone lines for long distance personal business is prohibited by university policies and state and federal regulations.

## **OTHER BENEFITS FOR JMU EMPLOYEES**

### **Bookstore**

The JMU Bookstore, which is owned and operated by Follett, is located in front of Godwin Hall. The Bookstore offers textbooks, as well as many JMU imprinted items, general office supplies, reference books, and computer hardware and software. For more information and hours of operation, you may call 540-568-6121.

### **Computer Purchase Program**

The JMU Computer Purchase Program offers complete selections of computer hardware and software to compliment your academic, professional, and personal needs. The purpose of this web site (<http://www.jmu.edu/bookstore/computer.shtml>) is to provide JMU faculty, staff, and students looking to purchase computer products sufficient information to make the correct buying decision. We have a dedicated staff ready to answer your questions. You may obtain additional computer products information by contacting the JMU Bookstore at 540-568-3989 or e-mail at [jmu\\_computers@jmu.edu](mailto:jmu_computers@jmu.edu).

### **Bus Service**

Harrisonburg Public Transit Service provides transportation within Harrisonburg City and on the JMU campus for university employees. For bus routes and schedules contact Off-Campus Life at 540-568-6071, visit Harrisonburg's Department of Transportation Service website at [www.hdpt.com](http://www.hdpt.com), or call 540-432-0492.

### **CommonHealth**

CommonHealth is the Commonwealth of Virginia's employee wellness program. This program provides all employees with an opportunity to improve their physical and mental health through participation in various seminars, exercise classes, and other activities, as well as medical screenings once every two years. Dependents 18 years of age and younger are also eligible. If you are interested in attending any programs sponsored by CommonHealth, contact the university's CommonHealth Coordinator at [commonhealth@jmu.edu](mailto:commonhealth@jmu.edu) or 540-568-7895 for further information.

### **Credit Unions**

The university offers two credit unions which you and your family members may join. Both Commonwealth One Federal Credit Union and the Virginia Credit Union, Inc. are full-service financial institutions offering a variety of

competitive savings and loan products. Contact the credit unions directly for more information. Phone numbers are Commonwealth One 540-568-7828 and Virginia Credit Union 1-800-285-6609.

### **Employee Suggestion Program**

The Commonwealth of Virginia Employee Suggestion Program (ESP) is designed to use employees' suggestions to improve university or state operations and to reward employees for the value of their suggestions. The amount of money awarded is based on the savings resulting from the suggestion. Paid time off instead of a monetary reward may be given in some instances. For forms and further information, contact JMU's Human Resources Benefits Team at 540-568-3970 or the Department of Human Resource Management at <http://www.dhrm.state.va.us/index.htm>.

### **JACard**

The James Madison University Access Card (JACard) is your official JMU identification card. With this card, you will have access to university recreational facilities, computer labs, libraries, and cultural events. You can also use your JACard as a debit card to make payments at various locations on and off campus. To obtain a card, visit the Campus Card Center on the 3rd floor of Warren Hall. For information call 540-568-6446 or visit their web site at [www.jmu.edu/cardctr](http://www.jmu.edu/cardctr).

### **Parking**

The Parking Services program is under the direction of Business Services. For the latest information concerning employee vehicle registration, please refer to the Faculty/Staff sections on the Parking Services web site at [www.jmu.edu/parking](http://www.jmu.edu/parking) or contact the Parking Office at 540-568-3300.

### **Postal Services**

Postal Services is located in Warren Hall and provide most postal services except registered and insured mail. Money orders are not available. Cash and personal checks are accepted. For more information and hours of operation, you may call 540-568-6257.

### **UREC**

James Madison University has excellent recreational facilities, which are available for use by university employees and family members. Facilities include indoor pools, exercise rooms, racquet ball courts, and outdoor tennis courts. Contact University Recreation for hours of operation and information at 540-568-8732 or visit their web site at [www.jmu.edu/recreation](http://www.jmu.edu/recreation).

### **Service Awards**

The university recognizes the contributions of its classified employees with an annual recognition program. Employees who have completed 5, 10, 15, 20, 25, 30, etc. years of service with the university are honored.

### **Training and Development**

The university offers a variety of opportunities for training and professional development. The following JMU Training web site provides a comprehensive list of the areas on campus that support training and professional development: <http://www.jmu.edu/training/development>.

### **Tuition Reimbursement (Policy 1401)**

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

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

In addition, tuition costs for courses offered through the university Office of Continuing Education are covered under this policy.

### **Tuition Waiver (Policy 1402)**

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

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