

1,500-HOUR WAGE EMPLOYEE HANDBOOK



Prepared by
James Madison University
Human Resources Office
[University Services Building](#)

Updated June 2010

From the President

Dear 1,500-Hour Wage Employee,

Welcome to James Madison University! You are now 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 customers - students, parents, business people and many others.

By joining JMU, you have made a commitment to excellence. As you support this vital institution, the institution also needs to support you as you continue to develop your contributions to our schools and departments. The Wage 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 in many ways.

I encourage you to be thoroughly familiar with this handbook. If you have questions, I hope you will contact Human Resources.

If you are just joining our staff, let me welcome you to James Madison University. I want you to enjoy your employment here and to realize your efforts will contribute significantly to the overall success of the university.

Sincerely,
Dr. Linwood H. Rose
President

From Human Resources

Welcome!

We are glad you have chosen to become a member of the James Madison University community. We believe you will find JMU to be focused both on organizational and individual growth and success. Our student-centered workplace values excellence, integrity and mutual respect. You are now part of a community who is committed to preparing students to be enlightened and educated citizens who lead productive and meaningful lives.

JMU depends on you doing your job well. Part of our role in Human Resources is to help make sure you have the information and resource materials you need to be successful. That is one reason we have created this Wage Employee Handbook. We trust you will find this handbook helpful and 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 Team

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

Introduction

Human Resources prepared this handbook for 1,500-hour wage employees of James Madison University. It includes information on personnel matters frequently of interest to employees. It is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in this handbook may be changed by the university and/or the Commonwealth of Virginia without notice.

Questions that relate 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 the HR Service Center at 86165 or visit the [HR website](#).

Visit the [University Policy Committee's website](#) for a complete and current list of JMU policies. For more detailed wage employment information, refer to [JMU Policy 1325](#).

1,500-Hour Wage Employment

Wage employment is synonymous with 1,500-hour employment. Wage employees provide additional staffing for part-time, seasonal, peak workloads, interim replacements, short-term projects, or jobs that do not necessitate full-time classified employees.

Wage employees are limited to working no more than 1,500 hours per 365-consecutive-day period. When wage employees reach the maximum of 1,500 hours, they may not work again until after the 365-day period has elapsed. The wage employee's anniversary date will always remain the initial date of hire, unless the wage employee is separated from active service for a period greater than 365 days. *Example: A wage employee is hired and his/her first day of work is August 1. His/her anniversary date will always be August 1, unless the employee does not work at all (for whatever reason) for one year after his/her first anniversary date.*

All hours worked for the university during a wage employee's 365-consecutive-day period count towards his/her 1,500-hour limit. *Example: If an employee works two wage jobs at the university, he/she may only work a total of 1,500 hours in both jobs combined – 500 hours in one job and 1,000 hours in the other job.*

Wage employees may compete for full-time classified positions, including agency-only recruitments. However, when hired into a classified position, service as a wage employee shall not count toward any form of continuous state service. Wage employees entering full-time employment must serve a probationary period.

“At-Will” Employment

Wage employees are “at-will” employees. A wage employee may resign from work or be terminated from work, with or without cause, or advance notice. For more detailed wage employment information, refer to [JMU Policy 1325](#).

Orientation for Wage Employees

New Employee Orientation, Phase Two, is intended to familiarize new employees with the culture and beliefs of the JMU community along with additional "fringe" benefit information. Phase Two is open to all non-student employees of the university. Visit the [HR website](#) for registration information and orientation dates and locations.

Equal Opportunity

James Madison University is committed to selecting faculty and staff without discrimination against individuals on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, political affiliation or disability.

Code of Conduct

All employees are expected to conduct themselves in a professional manner. Unsatisfactory performance, insubordination, violence or the threat of violence, missing an excessive amount of time from work, improper conduct or other unacceptable behavior may result in disciplinary action up to and including termination.

Background Checks

All newly hired or rehired (any individual whose rehire date exceeds one year from the termination date) full-time and part-time employees will undergo a criminal history record check in accordance with [JMU Policy 1321](#). The provisions of this policy also apply to temporary wage positions that are exempted from the normal recruitment process.

Electronic Communications

Information technology is an essential element of academic life, enabling study, research and personal 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 e-mail an official means of communication for employees, and they are expected to check e-mail on a frequent and consistent basis. All members of the JMU community are encouraged to use university 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 e-mail and other services, you will use your JMU electronic ID (e-ID). Your e-ID will automatically be created when your employment begins. 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 e-mail. 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 e-mail 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](#)
[1204 Information Security](#)
[1205 University Data Stewardship](#)
[1207 Appropriate Use of Information Technology Resources](#)
[1208 Password Management](#)
[1209 Electronic Messaging](#)

Pay and Direct Deposit

Pay is automatically deposited into the wage employee's bank account through direct deposit usually about a month after his/her hire date. Pay is issued around the 16th day and the last day of each month. Should that day fall on a weekend or holiday, employees are paid on the previous business day. Federal law mandates names in our payroll system match names on social security cards. Visit [Payroll's website](#) for additional information.

Time Entry

Please view the [JMU Time Entry website](#) or contact Payroll at 86233 for further information on reporting hours worked.

403(b) Supplemental Retirement Accounts

The university provides employees the opportunity to supplement their retirement income through tax-deferred annuities (TDA). 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 his/her income (up to IRS cap) deducted and placed into a 403(b) account. If interested in JMU's tax-deferred annuities program, please contact a member of the Benefits team at 83970. 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.

US Savings Bond Purchases Through Payroll Deduction

Employees can purchase both Series EE and Series I bonds through payroll deduction. Visit the [HR website](#) for more information.

Overtime

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 [JMU Policy 1303](#). 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.

Holidays

Wage employees are not eligible for paid time off, such as holiday pay. For a list of holidays during which the university will be closed, please refer to the [HR website](#). See [JMU Policy 1102](#) for more university holiday information.

Inclement Weather/Emergency Closure

Please refer to [JMU Policy 1309](#) for specifics on how closures are communicated and how this policy applies to wage employees.

Family and Medical Leave [JMU 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 the employee or their immediate family member (child, spouse or parent), or because of a qualifying exigency (as defined by the Department of Labor): a call to active duty of a spouse, son, daughter or parent, or having been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation, or caregiver leave for a seriously ill or injured service member that is a spouse, son, daughter, parent or being the nearest blood relative to the injured service member.

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

Workers' Compensation

Job-related injuries or illnesses should be reported to your supervisor or Human Resources by calling (540)568-2358 within 24 hours or as soon as possible regardless of the severity. JMU offers a panel of physicians from which an employee must choose a treating physician in order to have benefits from Workers' Compensation, if accepted. In case of an emergency, employees may receive treatment from the Rockingham Memorial Hospital Emergency Room. Employees must still choose a panel physician who will perform follow up-care. More information and reporting procedures may be found at [JMU Policy 1312](#) or on the [HR website](#).

Parking

Faculty and staff who park on university-owned or leased property are required to display a valid JMU parking permit. Employees are responsible for obtaining and displaying a parking permit. Information regarding regulations for university parking is available at the Parking Office located in the [Champions Drive Parking Deck](#) by calling 83300, or for viewing at the [Parking Services website](#).

Identification (JAC) Cards and Flex Accounts

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 may also open a FLEX Account by having payroll deduct a designated amount each pay period. The money in your FLEX Account may be used to access goods or services like products in campus vending machines, campus dining facilities, sports ticket purchases as well as many retail locations on and off campus. Please visit [Card Services website](#) or call 86446 for up-to-date information. To obtain your card, visit the Card Services office on the 3rd floor of [Warren Hall](#).

On-Campus Waiver of Tuition Program

Non-degree seeking, non-student wage employees must work 1,000 hours before becoming eligible to take one course and/or one lab with tuition waived. Once granted a waiver, hours reset to zero and the employee must work another 1,000 hours for each tuition waiver thereafter.

Degree-seeking, non-student wage employees must work 2,000 hours before becoming eligible to take one course and/or one lab with tuition waived. Once granted a waiver, hours reset to zero and the employee must work another 1,000 hours for each tuition waiver thereafter.

Once non-student wage employees, whether degree or non-degree seeking, have worked continuously for two years and worked over 2,000 hours in those two years, they are then eligible for one course and one lab per semester regularly.

Please review [JMU Policy 1402](#) and [JMU Policy 1405](#) for further information. Questions regarding waiver of tuition may be directed to a member of the Benefits team at 82808.

Computing Workshops

IT Training offers computing workshops on campus in the [IT Training Center](#) (JMAC4). You can find a comprehensive workshop listing by visiting the JMU's [Computing website](#). Sign up for workshops through [J-Ess](#).

Training and Development

FREE personal and professional development opportunities right here in your own backyard! The Training and Development (T&D) Department was established in 2004 to contribute to the university's mission by providing performance improvement opportunities for administrative and professional faculty, classified staff and wage employees. Since then, we have offered hundreds of programs with over 10,000 attendees. T&D focuses on "soft skills" which are those things that help each of us reach our own potential as well as work effectively with others. Visit [Training and Development's website](#) to learn more about their services and sessions.

Dining Services

All dining facilities are open to students, faculty and staff as well as the general public. They include all-you-care-to-eat style, food courts, coffee bars, smoothie bars and convenience stores. Most locations accept cash, FLEX, credit cards, and dining dollars (for students only.) Dining locations, [map](#), and menus can be found at the [JMU Dining website](#).

JMU Bookstore

Shop us 24/7 at the [online 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. We are located in the [Godwin parking lot](#).

Main Phone: (540)568-6296
Textbooks: (540)568-3995
General Merchandise: (540)568-4541
General Books: (540)568-3844
Computer Program: (540)568-3989
Fax: (540)568-7029

Mail Services

A fully functional Post Office serving the entire JMU community is located on the second floor of [Warren Hall](#). We offer a wide variety of mailing supplies, USPS and UPS shipping services, fax and copy services, on-demand delivery and more. There are USPS drop boxes, as well as JMU Mail Services drop boxes, located throughout the university. 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 and personal checks are accepted. Please visit the [Mail Services website](#) or call 86257 for more information.

Bus Service

Harrisonburg Public Transit Service provides transportation within the city of Harrisonburg and on campus for JMU employees and students, free of charge, who show a valid JMU JACard. For bus routes and schedules, contact the Office for Off Campus Life at 86071, visit the [Harrisonburg Public Transportation website](#) or call (540)432-0492.

Credit Unions

The university offers two credit unions that you and your family members may join. Both [Commonwealth One Federal Credit Union](#) (540) 432-0361 and the [Virginia Credit Union, Inc.](#) are full-service financial institutions offering a variety of competitive savings and loan products.

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

- Quarterly programs
- On site health checks every two years
- Future Moms - prenatal program 1-800-828-5891
- Tobacco cessation program, Quit for Life, 1-866-Quit-4-Life
- Fitness center discounts
- The Compass, a quarterly newsletter

At JMU, the agency coordinator is Tim Howley (howley@jmu.edu or 87895).

University Recreation Center (UREC)

UREC aims to promote and advance healthy lifestyles through educational programs, participation opportunities, and support services. Facilities include an indoor pool, rock climbing wall, fitness rooms, racquetball courts and an indoor track. Wage employees enjoy full individual member privileges and privileges for immediate family during

designated family hours. Visit [UREC's website](#) or call 88732 for hours of operation and information.

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. 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. It is our primary goal 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 university's safety office conducts safety surveys and inspections, investigates fires, hazardous materials spills and provides awareness training in all aspects of environmental and workplace safety and health. They work 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.

Under Virginia law, the university police have the mandate and authority to investigate all crimes occurring on campus. It operates 24 hours a day, throughout the entire year. The department's primary jurisdiction applies to all university owned, leased, rented, or controlled property, the streets and sidewalks adjacent there to and has extended and concurrent jurisdiction in other areas in the city. The authority, responsibility, and training of the university police are as required of any other police officer in the Commonwealth. University police officers are graduates of several 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 a local firing range. The university police department utilizes state-of-the-art automatic external defibrillators (AEDs) in the field. All sworn personnel within the department have been trained on the proper use of AEDs and basic life support techniques (cardio-pulmonary resuscitation - CPR). An AED unit is taken out into the field each shift by assigned officers on patrol. Within the police department there are specialized divisions including patrol, communications, crime prevention, criminal investigations, and forensics which all work together to maintain a safe environment for the JMU community.

All crimes occurring on campus should be reported directly to the JMU Police Department by dialing **6911** from any on campus telephone (*note: this is the one on-campus number that does not require dialing an 8 before the number*). Persons off campus or anyone calling from a mobile phone should dial (540)568-6911. For non-emergency communications dial (540)568-6913. An alternate phone number, (540)442-6911 can be accessed during emergencies if normal JMU telephone service is disrupted.

The reporting of crime occurring on campus to any other agency such as the Harrisonburg Police Department will delay the response while they transfer the complaint. There are in excess of 250 emergency telephones located across campus. These telephones provide one-button speed dialing for instant communication with the university police.

If you feel that a crime has been committed against you, that you have witnessed a crime in progress, or that you have information about a crime that has occurred, please contact the JMU Police Department immediately (on campus dial 6911, off campus dial (540)568-6911).

Information concerning [emergency procedures](#) which include lightning and thunderstorms, fire, hostile intruder, suspicious packages and other emergencies along with information concerning crime prevention, policies, reporting a crime and other information can be found at the [public safety website](#).

Crime statistics for the most recent three year period are published in “Your Right to Know” along with other valuable information.

"Your Right to Know"

Your personal safety and the security of the campus community are of vital concern to James Madison University. A copy of the university’s annual Harrisonburg (main US campus), Washington Semesters, plus three overseas branch campus security reports are available upon request.

This report includes statistics for the most recent three year period concerning reported crimes, including “hate” motivated crimes, that occurred on campus, in certain off-campus buildings or property owned or controlled by James Madison University or affiliates, and on public property within, or immediately adjacent to and accessible from the campus. The 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; policies concerning campus security, such as crime prevention, alcohol and drug use, sexual assault, state sex offender registry, missing person investigation procedures and the reporting of any crimes that may occur on the campus.

You can obtain a copy of any or all of these reports by contacting the Office of Public Safety, Crime Prevention Unit, MSC 6810, James Madison University, Harrisonburg, VA 22807 or you can request that a copy be mailed to you by calling (540)568-6969/6913. This information is also available at [“Your Right to Know”](#) for the Harrisonburg campus, Washington Semesters, and three overseas branch campuses.

Thank you and stay safe!

Americans with Disabilities Act [JMU Policy 1331](#); [JMU Policy 1329](#)

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.

Individuals with disabilities who are otherwise qualified and eligible to participate in programs and services of the university may request reasonable accommodations. For employees, visit the HR website for the [Employee Request for Accommodation form](#) and contact Diane Ricketson (540) 568-5533. For students, refer to the Office of Disability Services (540) 568-6705; for visitors, refer to the Office of Equal Opportunity. Questions, assistance or violations related to these policies should be directed to the director of the university's [Office of Equal Opportunity](#), (540) 568-6991. For more information on ADA and support available at JMU, visit [Disability Services](#), [Disability Resources Committee](#) or [Office of Equal Opportunity](#)

Alcohol and Other Drugs [JMU Policy 1110](#)

The following acts by employees are prohibited:

The 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);
- the criminal conviction for:
 - violation of any criminal drug law, based upon conduct occurring either on or off the workplace; or
 - violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based upon conduct occurring either on or off the workplace; or
 - an employee's failure to report any offense described above to his or her supervisor within five calendar days.

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 satisfactorily participate in an appropriate rehabilitation program.

Harassment

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](#), (540) 568-6991.

Smoking Regulations

Smoking is permitted in designated areas only. Please visit [JMU Policy 1111](#) for more information or direct inquiries to your supervisor.

Prohibition of Weapons on Campus

No person shall carry, maintain, or store a weapon, concealed or otherwise, on any property owned, leased, or controlled by James Madison University. This [JMU Policy 1105](#) applies to weapons carried about the person and maintenance or storage of any weapon in any university facility or within any parked vehicle on university premises.

Job Opportunities

A list of job opportunities is posted at various locations on campus, including the University Services Building, and on [HR's website](#). RECRUIT is a statewide job vacancy-posting program that provides information about current classified job vacancies with the state system. All state agencies list vacancies with RECRUIT for a minimum of five consecutive workdays. The list of vacancies can be found on the [Virginia Workforce Connection website](#).

Conflict Resolution

Wage employees are not eligible to use the state grievance procedure; however, they may consult with the [Department of Employment Dispute Resolution](#) concerning work-related problems. The HR Service Center offers university [Mediation Services](#) and services of the [Employee Ombudsperson](#) to wage employees.

Through mediation, a process that is designed to encourage open conversation between the parties, participants are able to have honest dialogue. Issues are addressed and solutions are reached at the base level, instead of moving up the "chain of command". The process includes a time for each individual to state his or her issues in an informal and non-adversarial way. The goal is to find common ground and then reach an agreement or solution to the problem. Please review [JMU Policy 1404](#) or contact HR's Mediation Services Coordinator at 83968 for more information.

JMU's employee ombudsperson serves all employees within the JMU community, offering an informal, impartial and private setting to assist employees when differences

of opinion or conflicts arise in the workplace. Contact your employee ombudsperson, at 83967 to talk about this service.



Want to find out more? Contact the HR Service Center at (540)568-6165.