

## For Your Benefit

### VRS Hybrid Retirement Plan Opt-In Period

Eligible members may elect to opt into the VRS Hybrid Retirement Plan during a one-time election period from January 1 – April 30. An election to opt into the Hybrid Retirement Plan cannot be changed after April 30.

The Hybrid Retirement Plan combines the features of a defined benefit plan, which pays a monthly benefit based on age, total service credit and average final compensation, and a defined contribution plan, which provides a retirement benefit based on contributions to the plan and the investment performance of those contributions.

Read the [Special Issue of Member News](#) for more information about the plan, eligibility, how to opt in and resources available to you, including the Hybrid Plan Calculator in your [myVRS](#) account. A detailed instruction guide is available once you access the calculator. Also, visit the [VRS website](#) for additional educational information.

Log in or create a [myVRS](#) account to access the Hybrid Plan Calculator, check your member account balance, or create a benefit estimate. Be sure to [Subscribe to Member News](#) to receive the latest information about your VRS benefits.

In addition, Human Resources will be offering informational sessions on the VRS Hybrid Retirement Plan:

Thursday	February 6	10:00 a.m.- noon	Wine Price	Inspirations	3025
Monday	February 24	2:00 p.m.- 4:00 p.m.	Wine Price	Inspirations	3025
Tuesday	March 4	10:00 a.m.- noon	Wine Price	Inspirations	3025
Thursday	March 20	2:00 p.m.- 4:00 p.m.	Wine Price	Inspirations	3025
Tuesday	April 15	10:00 a.m. - noon	Wine Price	Inspirations	3025

Please contact the Benefits Team at [benefits@jmu.edu](mailto:benefits@jmu.edu) or 540-568-3593 with questions that you may have regarding the VRS Hybrid Retirement Plan.

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

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## Human Resources at-a-Glance

JMU has designated Friday, March 14, 2014, during Spring Break week, as a [holiday!](#)

260 JMU employees were recently identified to complete Conflict of Interest training and submit their disclosure form to the Secretary of the Commonwealth by January 15, 2014.

[Request for Waiver of Tuition forms](#) have been revised for fall semester.

Eligible Virginia Retirement System (VRS) members may elect to opt into the VRS Hybrid Retirement Plan during a one-time election period from January 1 – April 30. (See full article)

New [PAR form](#) effective January, 2014. **Older versions should be deleted.** (See full Affordable Care Act Influences Hiring article)

[Memos of Understanding \(MOUs\)](#) are to be completed for employees being hired into part-time non-teaching positions. (See full Affordable Care Act Influences Hiring article)

## For Your Benefit (continued from page 1)

### No Change in IRS Limits for 2014

There are no changes in the 403b or 457 limits for 2014. As review, the basic salary deferral limit for all employees is \$17,500. In addition, the annual catch-up limit for age 50+ is an additional \$5,500. There is also an additional lifetime catch-up available for those who qualify with over 15 years of service and, on average, have contributed less than \$5,000/year.

### Benefits Session

The [Health Insurance and Flexible Reimbursement Accounts](#) workshop will provide an overview of the state's health insurance coverage, including a review of copayments, deductibles and coinsurances. Learn the benefits of establishing flexible reimbursement accounts and the advantages of pre-taxing medical and dependent care expenses.

## Payroll Services

W-2's were mailed to home addresses on Friday, January 17. Please contact [Payroll Services](#), 540-568-6233 should you need a re-print. These will be available after the second week in February.

### Dollars & Sense



## Affordable Care Act Influences Hiring of Part-time Employees

The Affordable Care Act (ACA) requires employers to provide health insurance coverage to employees who work on average 30 hours per week during a 12-month period. Due to funding limitations, the Commonwealth of Virginia adopted a provision in the 2013 Appropriation Act limiting part-time employees to working no more than 29 hours per week on average over the course of 12 months.

At JMU, part-time employees include adjunct faculty, wage and part-time non-teaching employees. The Human Resources office continues to work with the Division of Academic Affairs to determine adjunct faculty work hour limits. Beginning last year, wage employees were limited to working no more than 29 hours per week over the course of the university's Standard Measurement Period of May 1 through April 30.

Effective January 1, 2014, part-time non-teaching employees are limited to working no more than 29 hours per week on average over the course of the measurement period mentioned above. Employees hired into part-time non-teaching positions and their hiring managers will be contacted by an HR Consultant to review and sign a [Memo of Understanding \(MOU\)](#) related to work hours and assignments.

Here are a few key considerations to assure the university's compliance with the ACA:

- The PAR form has been revised as of January 1, 2014. Older versions of PARs will no longer be accepted. When hiring a part-time non-teaching employee, the number of hours to be worked per week must be indicated on the [newly revised PAR form](#) (See PAR Section IV: Job Information).
- Until the ePAR form can be revised to include hour reporting, when submitting an ePAR, the number of hours to be worked per week must be stated in the Notes section.
- All work assignments on campus should be taken into consideration when calculating the average number of hours worked per week. Employee part-time hours are cumulative for all part-time work performed for JMU.
- Vice President's approval is required when a person hired into a part-time position is expected to work more than 29 hours per week.
- HR Consultants will assist hiring managers and their employees with completion of the required MOU.

Please direct your questions to the [HR consultant](#) assigned to your department.

## JMU Dining Services

### Save 44% With a Meal Plan!\*

JMU faculty, staff and affiliates qualify for [Faculty/Staff Meal Plans](#) that provide:

- a bundle of 15 meals for \$96—only \$6.40/meal including sales tax. At the all-you-care-to-eat facilities (D-Hall, E-Hall, Mrs. Greens and Let's Go Local), that's **44% less than the door price!** You can even double punch (use two meals) to treat a friend to lunch!
- a great deal at Market One, PC Dukes, Top Dog, Festival or Corner Bistro at Memorial Hall, where a meal plan covers Duke Deal combos (considered one punch no matter the menu price), \$5 meal equivalency (\$5 toward a larger purchase) and double punching (using two meals at a time).

Pay for your meal plan by credit card, check or FLEX. Full-time JMU employees also can pay through [payroll deduction](#).

You deserve the best ... and a [meal plan](#) provides it!

\*To save even more, join Purple & Gold Perks, the dining discount program for JMU faculty and staff. Just email [croswekm@jmu.edu](mailto:croswekm@jmu.edu) with questions or to join.

## What's New in Information Technology

### Get through your in-box QuickR

IT Training has a new, two-hour training focused on getting you through the in-box Quicker. During the session you will see and practice seven tools that make creating and moving messages easier. Save time by having Microsoft AutoCorrect change your typing of '@j' to '@jmu.edu'. Keep phrases, paragraphs, or entire documents, as either AutoText, QuickParts, or Templates to reuse as consistent content in your reply messages. Best of all, create QuickSteps to move specific message(s) when you want, and Rules to automatically move message (even before you 'see' them). Finally, highlight key messages, like those from a specific Department or person, so they catch your immediate, and timely, attention.

Sign up for **IT273 — Outlook Email QuickR** in MyMadison (or just put IT in the course number box to see all IT classes). This new course is offered Quarterly, with 2014 sessions February 4, April 17, August 5, and October 28. Direct questions to [ittraining@jmu.edu](mailto:ittraining@jmu.edu) or call 8-8046.

### Get Thru the InBox

<b>New IT Training IT273</b>	<b>Offered Quarterly 2014</b>	
<b>Outlook Email QuickR</b>	<b>by IT Training in JMAC4</b>	
<b>Learn 7 Tools in 2 Hours</b>	February 4	2:00-4:00 pm
⇒ AutoCorrect	April 17	9:30-11:30 am
⇒ QuickParts	August 5	9:30-11:30 am
⇒ AutoText	October 28	1:30-3:30 pm
⇒ Templates		
⇒ QuickSteps		
⇒ Rules		
⇒ Conditional Formatting		
	<b>Sign up in MyMadison IT273</b> <b>Questions? Contact:</b> <a href="mailto:ITTRAINING@JMU.EDU">ITTRAINING@JMU.EDU</a> 8-8046	



## Resources Available to Students in Distress or Crisis

Picture a substance abuse prevention [toolbox](#) available to JMU students. One of the tools in that toolbox is:

[Here to Help](#) is a training session that familiarizes faculty and staff with the spectrum of campus resources available to students in distress or crisis, including those students experiencing problems related to alcohol use and abuse. This semester's Here to Help workshop is scheduled for noon-2:30 p.m. (**lunch provided**), Friday, January 31, in 405 Taylor Hall. Register online at [jmu.edu/cfi](http://jmu.edu/cfi).

**Why is this important to you?** Increasing awareness among faculty and staff about the substance abuse prevention tools and resources available for students can help in two ways.

- Increase awareness **in the community** about JMU's substance abuse prevention efforts for its students
- Empower faculty and staff to be involved and serve as points of access for **students in need of referral**

Please bookmark [jmu.edu/toolbox](http://jmu.edu/toolbox) to see more substance abuse prevention tools and resources available to students. Download and print a [toolbox reference sheet](#) to keep handy. Contact the University Health Center's Substance Abuse Prevention office at [uhcsap@jmu.edu](mailto:uhcsap@jmu.edu), or 540-568-3317 for more information.

## Human Resources at-a-Glance (continued from page 2)

### Policies Recently Updated

Policy Number	Policy Name	Last Revision Date
<a href="#">1508</a>	Media Relations and Social Media Publishing	December 2013
<a href="#">1501</a>	University Advertising	December 2013
<a href="#">1502</a>	The James Madison University Communications and Marketing	December 2013
<a href="#">1333</a>	Retirement Incentive Plan for Faculty	December 2013
<a href="#">1335</a>	Terms & Conditions of Employment for Administrative and Professional Faculty	December 2013
<a href="#">1214</a>	University Information Technology Security Program	November 2013
<a href="#">1315</a>	Notification Regarding Death	November 2013
<a href="#">4502</a>	Collection of Debts Owed by Employees to the University	October 2013
<a href="#">1108</a>	Internal Controls	October 2013
<a href="#">1326</a>	Immigration Reform and Control Act	October 2013
<a href="#">1303</a>	Provisions for Granting Overtime & Compensatory Leave	October 2013
<a href="#">1307</a>	Performance Evaluation of Administrative & Professional Faculty	September 2013
<a href="#">1401</a>	Reimbursement for Work-Related Education or Training from an External Source	September 2013
<a href="#">1103</a>	Responding to External Requests for Information	September 2013



## Diversity Enhancement Awards Program

THE OFFICE OF THE PRESIDENT is pleased to announce the annual Diversity Enhancement Awards Program. The purpose of these awards is to recognize individuals and units that have demonstrated a significant commitment to enhance diversity at James Madison University.

Nominate students, faculty, staff, or alumni at <http://www.jmu.edu/diversity/DEAP.shtml> by **Wednesday, January 29**. For questions, contact Lisa Hess at (540) 568-6991 or [hesslb@jmu.edu](mailto:hesslb@jmu.edu).

## JMU Training & Development

### Ending Discrimination and Sexual Misconduct Workshop

Course# [TD1901](#)



JMU is committed to providing an environment free from illegal discrimination and harassment. All employees are invited to attend the [Ending Discrimination and Sexual Misconduct workshop](#) to learn about the university's commitment to protecting our students, employees and visitors to our campus.

This workshop will provide information about the important policies and laws that protect all members of the JMU community and our visitors from harassment and discrimination. In this session, find out what to do if you experience, observe or receive a report of discrimination, harassment or sexual misconduct. We will provide you with resources to address each situation appropriately. You can lead the effort against sexual misconduct and discrimination. Please join us for this workshop to learn more about this important topic.

### Professional Book Club

#### ***Be Our Guest: Perfecting the Art of Customer Service***

By Disney Institute and Theodore Kinni

*Be Our Guest* outlines proven Disney principles and processes for helping your organization focus its vision and align its people and infrastructure into a cohesive strategy that delivers on the promise of exceptional customer service.



**Facilitated by:** Dana Rigney, Payroll Operations Manager, Payroll Services

**Session Information:** Friday, February 21, 2014, 11:00 AM – 12:00 PM, Wine-Price Building  
**Course#** [TD1846](#)

### Customer Service Series 2014 — *New for 2014!*

The Customer Service Series consists of a number of popular a la carte trainings and book club discussions. Each session focuses on a different Customer Service topic and will emphasize practical application. In this a la carte series, participants will be able to explore, engage, and be empowered in the area of customer service. In order to receive a certificate of completion, participants are required to attend four face to face open sessions and one book club discussion that will increase participants' knowledge and expertise associated with customer service.

**Note: Please be sure that you keep track of your completion of course with the [Customer Service Series Tracking Sheet](#).**

The Customer Service Series program will run from January 2013 - December 2015. Available Sessions and Book Club discussions are listed on the Training & Development website: <http://www.jmu.edu/training/development/custserv.shtml>

## Pan Seared Flank Steak with Arugula, Roasted Cauliflower and Braised Peppers

### JMU Dining Services

In case your New Year's resolutions included, "Eat healthy," Executive Sous Chef Brandon Rudisill suggests a dish that also will allow you to "Eat delicious."

- 1 large head cauliflower (2 1/2 lb.), cut into 1 1/2-inch-wide florets (8 cups)
- 2 lb. red bell peppers (about 5), cut into 1-inch squares or strips
- 4 large garlic cloves, peeled
- 1 1/2 tablespoons extra-virgin olive oil
- 2 teaspoons chopped fresh thyme
- 1 1/2 teaspoons salt
- 1 1/2 teaspoons coarsely ground black pepper
- 1 (1-lb.) piece flank steak, halved lengthwise (along the grain)
- 1/2 tablespoon vegetable oil
- 3 oz. baby arugula
- 1/2 cup fat-free reduced-sodium chicken broth
- 2 teaspoons red-wine vinegar, or to taste



- Put oven rack in upper third of oven and preheat oven to 500°F.
- Toss cauliflower, bell peppers, and garlic with olive oil, 1 teaspoon thyme, 1 teaspoon salt, and 1/2 teaspoon pepper in a large bowl. Spread in a large shallow baking pan (at least 15 by 10 inches) and roast, turning over once or twice, until vegetables are tender and slightly charred, 25 to 30 minutes.
- While vegetables roast, heat a dry 10-inch heavy skillet (not nonstick; preferably cast-iron) over moderately high heat until hot, about 3 minutes. Meanwhile, stir together remaining teaspoon thyme, teaspoon pepper, and 1/2 teaspoon salt in a small bowl. Pat steak dry and rub both sides with thyme mixture.
- Add vegetable oil to hot skillet, then add steak and sauté, turning over once, 5 to 7 minutes total for medium-rare.
- Transfer to a cutting board and let stand, loosely covered with foil, 5 minutes.
- Reserve roasted garlic cloves and 1 cup roasted bell peppers. Toss arugula with remaining roasted vegetables in pan to wilt, then transfer to a platter.
- Blend reserved garlic and bell peppers with broth, vinegar, and salt and pepper to taste in a blender until smooth.
- Transfer sauce to a small bowl or sauceboat.
- Holding a knife at a 45-degree angle, cut steak across the grain into thin slices and arrange on platter with vegetables. Pour any juices accumulated on cutting board over meat and serve sauce on the side.

Makes 4 servings. Nutritional information per serving:

Calories- 405	Carbohydrates- 31g
Fat- 18g	Protein- 33g
Saturated Fat- 5g	Sodium- 1104 mg
Polyunsaturated Fat- 1g	Fiber- 11g
Monounsaturated Fat- 9g	Cholesterol- 77 mg



## Spotlight on Environmental Stewardship

Amanda Bodle, A Book for the 'Burg Planning Committee  
Chair



### Join the Conversation!

You are invited to participate in a number of events planned for February-April 2014 as part of a new program designed to engage members of the community in conversations about many of today's most challenging issues. Programming and events are inspired by a selected reading, *Mountains Beyond Mountains: The Quest of Dr. Paul Farmer, a Man Who Would Cure the World* by Pulitzer Prize winning author Tracy Kidder. Programming includes an art exhibit, guest lectures, and facilitated dialogues with campus and community partners. Programs are free of charge, open to the public, and do not require participants to have read the book.

**Feb 4:** Ethical Reasoning and *Mountains Beyond Mountains*

**Feb 5:** Beyond Mountains: Photographs Inspired by the Poems of Nadine Pinede

**Feb 8:** Book Discussion at Massanutten Regional Library

**Mar 3:** The Whole Community/The Whole Child: A Summit to Build Networks of Care for Children in Harrisonburg

**Mar 21:** Civically Engaged Students Conference with Partners In Health

**Mar 27:** From Communities to Countries: Making Health Systems Sustainable (Alumna Lecture)

**Mar TBA:** Sustainability Film Screening as part of Reel Change Documentary Film Festival, March 25 -29

**Apr 2:** Access to Health: It's Political – A Community Dialogue

**Apr 11:** T&D Professional Book Club Discussion around *Mountains Beyond Mountains*

**Apr 14:** Furious Flower Poetry Reading with Nadine Pinede

Full details of events and contributors are available online at [www.abookfortheburg.com](http://www.abookfortheburg.com) or by calling 540-568-3288.

This is the inaugural year of the community-wide reading and event program, "A Book for the 'Burg." *Mountains Beyond Mountains*, the 2014 book selection, is about Paul Farmer, a Harvard-trained infectious disease specialist and anthropologist, his atypical childhood, and his work in rural Haiti and around the world. Books are available for checkout at the Massanutten Regional Library and the James Madison University library, and through the JMU Office of Environmental Stewardship and Sustainability.

Included in the programs for A Book for the 'Burg is a book discussion as part of the Professional Book Club hosted by the Training and Development Department. Join the dynamic dialogue about *Mountains Beyond Mountains* on April 11. Details are available online at <http://www.jmu.edu/training/development/bookclubseries14.shtml>.

A Book for the 'Burg is the result of a partnership between James Madison University, Eastern Mennonite University, Massanutten Regional Library, and the City of Harrisonburg. The program is funded in part by JMU's Madison Collaborative: Ethical Reasoning in Action, a new program with the mission of preparing enlightened citizens who apply ethical reasoning in their personal, professional, and civic lives. Learn more at [www.jmu.edu/mc](http://www.jmu.edu/mc). For questions and comments, please contact the JMU Office of Environmental Stewardship and Sustainability at [stewardship@jmu.edu](mailto:stewardship@jmu.edu) or 540-568-3288.



## Employee Resource Groups....An Avenue for Engagement

Employee Resource Groups, commonly known as ERGs, are organizationally supported employee groups drawn together by common interests, shared characteristics or life experiences, such as working caregivers, disability awareness or multicultural perspectives. These groups are focused on encouraging the exchange of ideas, promoting a greater sense of belonging and enhancing career and personal development of employees in the workplace.

ERGs have been recognized in the business world for years as an effective avenue for enhancing employee engagement, inclusion and retention. Companies such as McDonalds, Fidelity Investments and TIAA-CREF have learned that employees who join and participate in ERGs are more engaged and better connected to the organization where they work.

The concept of establishing and nurturing these groups is now being embraced in higher education. Princeton, Georgia Tech and MIT are just a few campuses that have established ERGs to support their institution's mission, build community and foster the development of professional relationships that link employees across all areas of the organization.



This spring, in support of the university's mission, vision and values, Human Resources will be preparing to bring Employee Resource Groups to the JMU community.

As an introduction to JMU community about this exciting new initiative, Renee Reed and Jennifer Kester of the Recruitment and Employment Services team, will facilitate a workshop on ERGs at the 8<sup>th</sup> Annual Conference on Diversity to be held on Monday, March 17 in the Festival Conference and Student Center. The theme of this year's conference is *Engaging Community: Creating Change* and employees are cordially invited to attend the conference and join us for this workshop.

During this interactive session on ERGs, Renee and Jennifer will:

- Review what ERGs are and their roles in enhancing employee engagement, recruitment/retention and community outreach.
- Talk about the powerful impact that ERG activities can have on the JMU community and how they can be tied to strategic goals and priorities.
- Discuss some of the current ERG programs in higher education.
- Solicit input from participants and explore the benefits of ERGs to JMU to support the university's mission, vision and values in a meaningful way.

As a follow-up to the workshop, a steering committee will be formed and begin work to design a framework for establishing the ERGs and implementing this program. Human Resources is looking forward to sharing more details in the coming months regarding this new avenue for employee engagement.

If you have any questions or are interested in joining the steering committee, please contact Renee Reed, Employee Outreach Specialist at [reedra@jmu.edu](mailto:reedra@jmu.edu), or 540-568-7203.

***The 8<sup>th</sup> Annual Diversity Conference – Engaging Community: Creating Change will be held on Monday, March 17, 2014 from 8:30 a.m. – 4:00 p.m. at the Festival Conference and Student Center. Watch for upcoming emails with details and registration information for the conference and workshops.***

## Winter Wellness

by Veronica Jones, Health Educator, University Health Center's Student Wellness & Outreach

Winter has the potential to be a hard time to energize and commit to healthy habits. The coldness of the season may lend to inactivity, sluggishness, and the desire to slumber until spring. All of these wouldn't be so bad if we were hedgehogs, raccoons, or bears...but we are not among the mammals that hibernate. Instead, we continue with work, play, and rest until the warmer weather is among us. To keep your internal fire going strong enjoy these five winter wellness tips:

- Keep eating fruits and vegetables....easier said than done. Winter isn't always the most exciting time for these healthy staples. Experiment with vegetable soups, pureeing vegetables into sauces, and try some winter fruits such as persimmons and kumquats.
- Keep moving on...exercise is essential for health and vitality. However, cold temperatures can make it hard to motivate. Finding a fitness buddy, joining a group exercise class, or exercising at home with workout videos or online streaming classes assist in making movement enjoyable.
- Keep well rested...in addition to getting enough movement don't forget to give yourself a breather. Consider a downtime activity that rests your body and invigorates your mind such as reading, putting together puzzles, pursuing arts/crafts, or playing word games.
- Keep hydrating...warm weather and cold water go together, but what about winter time liquids? If water is not your favorite wintertime beverage consider infusing it with fruit for some flavor. Hot tea is very soothing and will serve as a warming hydrator for your system (bonus: many teas are caffeine free).
- Keep your immunity strong...being indoors with others for longer amounts of time may expose you to an abundance of germs. Stay healthy with lots of hand washing, getting a good night's sleep, and by following the above winter wellness tips.

## It's Dark Out There

Do you walk, run or bike after dark? Here are a few tips safety tips from the Office of Risk Management for a safe workout.

*Stay Fit, Stay Safe*

<http://www.jmu.edu/riskmgmt/INJURIES-AI-TRAINING.shtml>



## 2014 Woman of Distinction Awards

Do you know a student, staff, or faculty member who inspires others through her innovation and dedication? Who shows exemplary character, talent, and a deep sincerity for the work she does? The University Health Center's Student Wellness & Outreach office is currently accepting nominations for the 2014 Woman of Distinction Awards!

To nominate an outstanding woman, please complete a [nomination form](#) and return it to Liz Howley, in the University Health Center's Student Wellness and Outreach office, MSC 7901 or drop it off at Montpelier Hall, room 506. **Nominations close Wednesday, January 29.**