



May's HR Update

End of the Year Note

Greetings JMU Faculty and Staff,

I wanted to take a moment to thank you for another wonderful academic year here at James Madison University. Our students have grown by leaps and bounds this year, and all of us have played a vital role in that growth. We have grown along with our students—both professionally and personally—and the relationships that we have forged are what make JMU such an extraordinary learning environment.

As I conclude my sixth year at JMU I am reminded daily that your passion for excellence and sense of calling help to make it a true privilege to work here as part of this amazing team. The structures make up the backdrop of the university, but the people are what make this a truly special place to work and obtain an education. I am deeply appreciative of your hard work and dedication as we conclude another successful year. Thank you for all you do.

With gratitude and warm regards,

Jonathan R. Alger

President

May 4 Recognition Leave

If you worked your regularly scheduled shift on Friday, May 4, and did not use the 4 hours of recognition leave given by President Alger, please have your supervisor submit a Record of Compensatory Time Earned form to Meghan Schaeffer, Leave Specialist, to receive 4 hours of compensatory leave. If you are non-exempt and physically worked over 40 hours for your department during the workweek, you could be eligible for overtime. Please review [Policy 1303-Provisions for Granting Overtime and Compensatory Leave](#) for information regarding compensatory leave and overtime.

University Holiday - Monday, May 28

As a reminder, the university will be closed on Monday, May 28 in recognition of Memorial Day. Full-time employees are expected to work 32 hours during the Memorial Day holiday week. Any hours short of a 32-hour workweek should be charged to available leave. All leave requests are subject to supervisor's approval. Please see the [Modified Summer Schedule website](#) for additional information.

Payroll Reminder

Due to the new fiscal accounting year, Payday will be Monday, July 2. Payday will NOT be June 28.

New University Records Officer

Effective immediately the responsibility for [university records](#) will transition from John Knight to Bobby Zaepfel in Human Resources Business Services, zaepferp@jmu.edu, 540-568-6179.

Benefits Broadcast

Our goal with the Benefits Broadcast is to feature a specific benefit each month. This month's featured benefit is...

529 College Savings Plan through FIRM & American Funds

Are you a parent, grandparent, or relative who plans to help a loved one (or yourself) of college? If so, then you may want to consider participating in a 529 College Savings Plan through FIRM & American Funds. All full-time and part-time employees, who are U.S. citizens, are eligible to participate in the 529 College Savings Plan. With the CollegeAmerica 529 Plan through American Funds, you get some great benefits:

- ✓ Tax-advantaged investing – the earnings in the 529 grow free from federal tax, which helps you accumulate more over the long term.
- ✓ Flexibility to use the assets in your account to fund expenses in any U.S. public or private college, including undergraduate, graduate, professional or vocational. Qualified expenses include tuition, fees, room and board, and many other items. Beginning with as low as \$25 minimum per fund, moving forward you are able to adjust, stop or suspend your deductions at any time.
- ✓ Since you would invest in Class 529-E shares offered only through this employer-sponsored plan, you do not incur front and back-end sale charges
- ✓ Set up your deductions through the convenience of payroll deduction.
- ✓ Retain your CollegeAmerica account and continue investing in the 529-E shares class even upon termination of employment.

For more information concerning the 529 College Savings Plan through FIRM & American Funds, watch the following video:

<https://player.vimeo.com/video/199402885>

For additional information concerning the 529 College Savings Plan through FIRM & American Funds, contact Philip Harris via phone (215) 557-7622 or email phil@firmadvisor.com. In addition, Phil will be available this summer for individual appointments in the Wine Price building on June 13 and July 26.

Need to Talk with an Expert?

Did you know that every month, company representatives for your benefits are here on campus in the Wine-Price Building. Below is a list of upcoming dates where you could talk with an expert:

June 6 – Aflac, Michael Glover, Michael_glover@us.aflac.com

June 11 – TIAA, Christian Pechuekonis, Christian.pechuekonis@tiaa-cref.org

June 12 - TIAA, Christian Pechuekonis, Christian.pechuekonis@tiaa-cref.org

June 13 – FIRM, American Funds, Phil Harris, phil@firmadvisor.com

June 14 - Valic, Rob Lankard, Rob.lankard@valic.com

June 15 - Fidelity, Punchai “Paul” Vutiprichar, Punchai.vutiprichar@fmr.com

UREC

Spots Still Available in UREC Summer Camps!

UREC has three different camp programs for kids this Summer! Visit our [Summer Camps page](#) for more information and [register here](#).

- [Camp UREC \(Ages 5-12\)](#) - At Camp UREC (\$150/week), kids will have full days of fun playing in the recreation center, around campus and in the community. Within Camp UREC, there is Camp UREC Purple for ages 5-8 and Camp UREC Gold for ages 9-11.
- [Adventure Day Camp \(Ages 9-11\)](#) - If your child wants to spend a lot of time outdoors, make new friends, and work on overcoming challenges, then Adventure Day Camp (\$250/week) is a great option. Adventure Day Camp includes team-building games, low challenge course, Disc Golf, and the UREC Climbing Wall. Weather permitting, Adventure Day Camp includes four off-campus trips each week such as outdoor rock climbing, a swimming hole hike, canoeing and kayaking on the Shenandoah River, geo-caching, and a trip to Sherando Lake or Todd Lake.
- [High Adventure Camp \(Ages 12-14\)](#) - There will also be two High Adventure Camps (\$350/week) offered this summer; **Rock Climbing and Whitewater Kayaking**. Each of these camps will include one day of basic instruction in UREC followed by three day trips in the Shenandoah Valley and one overnight camping trip on Thursday night.

FAST (Faculty/Staff) Fitness

Certified and licensed instructors from the community will lead weekly **Hatha Yoga Classes** in the Memorial Hall Aux Gym for **JMU Faculty and Staff only!** All fitness levels welcome. FAST Hatha Yoga will be Tuesdays from 5:30-6:30pm.

- Session 1: May 22 – June 19 (\$20)
- Session 2: July 17 – August 14 (\$20)

Please [register for this program online here!](#) Doesn't fit into your schedule or looking for a free option? Faculty and Staff are welcome to participate in any of UREC's [weekly group exercise classes](#).

Questions? Contact Mary Healey at healeymc@jmu.edu or 540-568-8715.

UREC Summer Hours

University Recreation and University Park are now operating on Summer Hours. Please visit jmu.edu/urec for our detailed hours. And remember, all Summer Hours are [family hours!](#)

JMU Talent Development

Discover.Grow.Succeed.

- Courage at Work ([TD2074](#))
- Help Your Team Understand You ([TD2246](#))
- Resilience: Games for Success ([TD2167](#))
- Community-University Boundary Spanners: Engaging Our Community ([TD2278](#))
- Leaders Eat Last ([TD1951](#))
- Be Competent on a Cross-Cultural Campus ([TD2240](#))
- Improving Productivity by Putting Procrastination in its Place ([TD2177](#))
- Plan Your Career Through Preferences and Interests ([TD2258](#))
- Smarter Faster Better: The Transformative Power of Real Productivity ([TD2251](#))
- Little Red Corvette 2.0 ([TD2289](#)) for VRS Hybrid Plan Members

Visit [Talent Development's webpage](#) for a listing of all they have to offer!

Clean the Bay Day Message from Governor Ralph Northam

Dear State Employee:

Our beautiful and historic waterways are among the most precious resources here in Virginia. These waterways work for us all day, every day of the year, providing everything from drinking water to tourism dollars. And on one day each year, thousands of Virginians simultaneously work together to improve the condition of our waterways during the annual **Clean the Bay Day**, picking up litter and debris at sites all across the Commonwealth.

We hope you will consider joining the effort this year as part of Chesapeake Bay Foundation's milestone 30th Annual **Clean the Bay Day**, to be held **Saturday, June 2, 2018**, from 9 a.m.-noon at hundreds of sites throughout Virginia.

Your short three-hour commitment, when combined with thousands of other Virginians, has a massive cumulative positive impact. Last year, approximately 6,000 volunteers removed about 100,000 pounds of debris from over 440 miles of stream and shoreline in just three hours.

To register for this event, please visit cbf.org/clean. Some sites do fill up, so please visit the website to sign up for this free event today!

Sincerely,

Ralph Northam

P.S. Twenty-two Virginia state parks are participating in this year's Clean the Bay Day. Pre-registered volunteers will receive a free entry pass for the day at their location.

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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