

## October 2017 HR Update

### Jury Duty and Civil and Work-Related Leave

Civil and Work-Related Leave may be granted when an employee is summoned to appear for jury duty. This leave type is granted by Human Resources and a copy of the summons and a work excuse from the Clerk of Court for each date served is **required** prior to awarding leave. The employee will be granted Civil and Work-Related Leave for those hours served as well as adequate travel time. All other leave taken for the day must be recorded as personal leave. Employees who appear for jury duty for four or more hours in one day, including travel time, will not be required to start a work shift that begins on or after 5:00 p.m. on the day of that service or that begins before 3:00 a.m. on the day following the jury duty. In this situation, the entire shift will be coded as Civil and Work-Related Leave. Advance approval by a supervisor is required to use all Civil and Work-Related Leave. See [DHRM Policy 4.05-Civil and Work-Related Leave](#) for more information. Contact [Meghan Schaeffer](#), Leave Coordinator, with any questions.

### University Closing - Thanksgiving Break

The university will be closed November 20 – 24 in observance of the Thanksgiving holiday. Please review the [Holiday Schedule and University Closings website](#) for the 2017 and 2018 Holiday and Closing Schedules.

### Classified Employee Leave

With the holidays fast approaching, now is a good time for classified employees to review vacation leave balances for any hours that would be above the [maximum carryover limit](#). Employees should work with their supervisor to use any excess leave hours by Tuesday, January 9, 2018. As a reminder, you must work or be on approved leave the day before and the day after a holiday to receive holiday pay. Please review your leave balances in the event you are carrying a low leave balance and may fall into a time loss situation. Contact [Meghan Schaeffer](#), Leave Coordinator, with any questions.

### Changing Approved Leave Requests

If you need to delete a previously approved leave request, your supervisor will need to email Meghan Schaeffer, [schaeffms@jmu.edu](mailto:schaeffms@jmu.edu), to have it removed from the leave system. Any previously approved personal leave requests for November 20, November 21, December 20, and December 21 will need to manually be deleted as the university is now officially closed on these dates.

## Optional Retirement Plan Open Enrollment Deadline Quickly Approaching!

As a reminder, if you are a participant in the Optional Retirement Plan for Higher Education (ORPHE), you have until October 31 to make a provider change during this current Open Enrollment. Human Resources must receive your signed [Open Enrollment Provider Change Form](#) and any provider-specific forms required by your new provider by the close of business day on October 31.

Please contact a member of the Benefits Team at (540) 568-3593 or [benefits@jmu.edu](mailto:benefits@jmu.edu) if you have specific questions.

## Virginia Retirement System Member News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding your Member Benefit Profile (MBP), improving your financial wellness, and many other topics. [Subscribe to Member News](#) directly for the latest updates.

## National Retirement Security Week is October 15-21

Is your retirement looking financially secure? Are you saving enough today for your future? Are you taking advantage of all FREE retirement money available to you? October 15-21 is [National Retirement Security Week \(NRSW\)](#). This week provides an opportunity for you to revisit, think about or update your personal retirement goals and determine if you are on track in establishing a secure future.



Sign up in MyMadison to attend [“Planning for Retirement Today and Taking Advantage of All that JMU Offers”!](#) This workshop will be held October 18th from 1:30 p.m. – 3:00 p.m.

Visit the [Benefits page](#) to check out ways you could be saving for your retirement through Supplemental Retirement Plan options and earning *FREE* money with the Employer Paid Cash Match!

**VRS Plan 1, 2 and Hybrid Members:** Check out the [Virginia Retirement System’s](#) educational and retirement planning resources [here!](#)

## Benefits Broadcast

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

### Supplemental Retirement Accounts



October is designated as National Financial Planning Month, so the question is are you saving enough? As a State of Virginia employee, you are provided a robust retirement plan through either the Virginia Retirement System (VRS) or the Optional Retirement Plan (ORP) for faculty members, but will these accounts be enough to provide you with the necessary income upon retirement? Though advice varies, most experts recommend saving 10% of your salary in order to have between 70%-90% of your annual pre-retirement income, which includes your retirement accounts and Social Security. So, just as you may take preventative measures to ensure your personal health, it is also important to review your financial health. Are you setting aside the necessary funds now so that you may live comfortably in the future?

At the university, employees may take advantage of **both** 457 deferred compensation plans, as well as 403(b) supplemental retirement accounts. Below is a plan comparison of the two different plans:

<b>Features</b>	<b>457 Deferred Comp Plans</b>	<b>403(b) Plans</b>
Where are they offered?	State and local government and non-governmental agencies	Public schools and certain tax-exempt organizations
Contribution Limits	\$18,000/calendar year, plus catch-up options	\$18,000/calendar year, plus catch-up options
Early Withdrawal Penalty Tax	None (normal income tax only)	10% early withdrawal federal penalty tax may apply for distributions prior to age 59-1/2. Waived if age 55 and separated from service (normal income tax only)
Eligibility Rules	All full-time and part-time employees; an employee who is primarily a student is not eligible	All full-time and part-time employees; an employee who is primarily a student is not eligible
Age 50 Catch-Up Option	\$6,000/calendar year (not available if special catch-up option is used)	\$6,000/calendar year; special catch-up option may also be utilized
Special Catch-Up Option	3 years prior to normal retirement age allows the lesser of: *Two times current year's normal contribution limit; or *Underutilized limits from past years with same employer	15 years of service option increases limit by the lesser of: *\$3,000; *\$15,000 less additional limit used in past years; or *Excess of \$5,000 X years of service, less past elective deferrals
Pre-Taxed or Roth (after tax)	Both are offered	Both are offered
Distribution Restrictions	Funds cannot be distributed until: *Age 70-1/2; *Severance from employment *Disability; *Death; or *Unforeseeable emergency	Funds cannot be distributed until: *Age 59-1/2; *Age 55 and/or severance from employment; *Disability; *Death; or *Financial hardship
Required Minimum Distributions	RMD rules apply at age 70-1/2 or later, severance from service, and also after death	RMD rules apply at age 70-1/2 or later, severance from service, and also after death

You may choose from six participating [403\(b\) providers](#), while the 457 deferred compensation plan is managed by [ICMA-RC](#).

## **Never Pass Up Free Money!**

The university also offers a [Cash Match Plan](#), an employer-paid benefit for salaried faculty and staff who are making contributions to a 403(b) account or 457 deferred compensation plan. The employer match amount is 50 percent of the employee's contribution up to a maximum of \$20 per pay period. The minimum an employee must contribute to their 403(b) or 457 account to participate in the Cash Match plan is \$10. If you are contributing to both a 403(b) and 457 account, you are eligible for only one cash match. If you are enrolled in the VRS Hybrid Retirement plan you are not eligible for the 403(b) or 457 employer cash match unless you are contributing the additional four percent voluntary contribution to the Hybrid plan.

## **What Do I Do Now?**

If you already contribute to a 403(b), complete this [Salary Reduction Agreement](#) to make changes to your pre-taxed deduction. If you contribute to a 403(b) with Roth (after-tax) contributions, complete this [Salary Reduction Agreement](#) to make changes to your deduction. To make changes or to establish a 457 account, visit the [Commonwealth of Virginia 457 Deferred Compensation Plan](#) to create an account, or call Investor Services at 1-877-327-5261, Option 1. If you have never established a supplemental retirement account, please contact [benefits@jmu.edu](mailto:benefits@jmu.edu) or 540-568-3593, and a Benefits Specialist will walk you through the process.

Also, be sure to visit workshops available through [Talent Development](#) to increase your financial health knowledge.

Remember...take advantage of free employer money in order to secure your future!

## **Dual Career Services and Community Resources for Prospective/New Faculty and Staff**

Recruiting season is in full swing and Human Resource's C3 program can help. James Madison University recognizes the importance of attracting and retaining the very best professionals in the field of higher education. The ability of a spouse or partner to find employment and for the family to become engaged in the community are crucial elements in the recruiting and onboarding process.

The Office of Human Resources developed the C3 (Career, Community, Connection) program to complement your recruiting and retention efforts by assisting newly hired faculty or staff members that will be relocating to the area. Services include:

### ***Community and Dual Career Resources for Potential and New Hires***

Hiring Supervisors or Search Committees can request [informational folders](#) with campus and community information that can be personalized and given out during the on-campus interview or upon hire.

### ***Informational Discussions with Candidates and New Hires***

Appointments can be scheduled for candidates and new hires who are new to the area to [discuss specific needs](#) with Alicia Proctor, Recruitment Specialist during the hiring process. These discussions can be in-person or by phone.

### ***Dual Career Assistance***

Consultation and support are offered to [help jumpstart a new employee's spouse/partner's local job search](#). Assistance is available for spouses and partners of full-time faculty and staff members relocating to the area.

### ***Community Connections and Resources***

Designed to [reduce the stress of moving by providing basic useful information for prospective or new employees](#). Alicia is available to answer questions and provide information relating to the surrounding community, including housing; child care services; local schools; area maps; local and nature attractions; local dining; sports and recreation; and downtown information.

*For a complete description of the [C3](#) program including eligibility requirements, online resources and information for search committees and hiring managers, visit our website at <http://www.jmu.edu/humanresources/recruitment/c3> or contact Alicia Proctor, Recruitment Specialist at (540) 568-7203 or [proctoan@jmu.edu](mailto:proctoan@jmu.edu).*

### **Payroll's Dollars & Sense**

Payroll Services is happy to announce that 2017 W-2's will be available in MyMadison for all active employees.

Paper W-2's will continue to be mailed to all employees. If you have not yet verified your mailing address under the Employee Tab within MyMadison, please do so by December 31<sup>st</sup>.

Payroll Services would also like to remind hiring departments that direct deposits are inactivated for anyone who has had a six-month or more break in service. Please keep this in mind, as you rehire employees from year to year. Direct deposit is a condition of employment. If you have any questions regarding direct deposits, you may contact Chris Jones @ x8-3401, our Direct Deposit Coordinator.

### **MyMadison Unavailable During Major Upgrade**

The Human Resource system, including the Employee tab in MyMadison, will be unavailable beginning Friday, October 27 at 5pm due to a major upgrade. While the system may be available late on Sunday, the upgrade will be completed by 8am on Monday, October 30. More details will be shared over the next couple weeks.

**JMU Talent Development**  
**Discover.Grow.Succeed.**

- Essentialism: The Disciplined Pursuit of Less ([TD2180](#))
- The Art of Influencing Others ([TD2071](#))
- Infusing Fun Into the Workday ([TD2176](#))
- Pre-Retirement Planning ([TD1372](#))
- Working at the Speed of Trust ([TD1520](#))
- Workplace Substance Abuse Management for Supervisors ([TD1398](#))
- Can You Hear Me? Communication Across Generations ([TD2178](#))
- Team Building Basics ([TD2084](#))
- Breaking the Ice ([TD2072](#))
- Why Argue? Negotiate Instead ([TD2066](#))
- Micro-inequities Exclude ([TD2168](#))

Visit Talent Development's webpage for a listing of all they have to offer!

**JMU Talent Development**

**Massage Therapy Now Available at UREC**



UREC has partnered with Cedar Stone Spa to offer the JMU community a wide variety of massage therapy services at UREC! UREC's two massage therapy rooms are located on the second floor of UREC, in the Wellness Center. Massages are offered by licensed massage therapists from Cedar Stone Spa. To schedule an appointment, you can [book online](#), call 540-568-8790, or stop by the Wellness Center in UREC!

## Kids' Night Out at UREC



**Kids' Night Out** is an opportunity for children ages 5-12 to come to UREC to play, climb, swim and interact with other children and enjoy a pizza party. Our philosophy for each night is recreation, fun and friendship! This fall's remaining Kids' Night Out programs are as follows:

- **Dates:** Friday, November 3<sup>rd</sup> and Friday, December 8<sup>th</sup>
- **Times:** 4:45 – 9:00 pm (*Drop-off begins at the end of Driver Drive at 4:45pm and lasts until 5:15pm. Pick-up will begin at 9pm and we ask that each child is picked up before 9:10pm.*)
- **Cost:** \$20 – includes all activities and pizza party

**Register** at UREC with flex or at [URECregister.jmu.edu](http://URECregister.jmu.edu) with credit card. Learn more about [Kids' Night Out programming](#).

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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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